



CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers

14050 Olympic Dr, Clearlake, CA

Thursday, November 07, 2024

Regular Meeting 6:00 PM

The City Council meetings are viewable in person in the Council Chambers, via livestreaming on the City's YouTube Channel (https://www.youtube.com/channel/UCTyifT_nKS-3woxEu1ilBXA) or "Lake County PEG TV Live Stream" at <https://www.youtube.com/user/LakeCountyPegTV/featured> and the public may participate through Zoom at the link listed below. The public will not be allowed to provide verbal comment during the meeting if attending via Zoom. The public can submit comments in writing for City Council consideration by commenting via the Q&A function in the Zoom platform or by sending comments to the Administrative Services Director/City Clerk at mswanson@clearlake.ca.us. To give the City Council adequate time to review your comments, you must submit your written emailed comments prior to 4:00 p.m. on the day of the meeting.

AGENDA

MEETING PROCEDURES: *All items on agenda will be open for public comments before final action is taken. Citizens wishing to introduce written material into the record at the public meeting on any item are requested to provide a copy of the written material to the Administrative Services Director/City Clerk prior to the meeting date so that the material may be distributed to the City Council prior to the meeting. Speakers must restrict comments to the item as it appears on the agenda and stay within a three minutes time limit. The Mayor has the discretion of limiting the total discussion time for an item.*

Pursuant to Senate Bill 1100 and the City Council Norms and Procedures, any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the City Council, staff or general public, or while attending the City Council meeting and refuses to come to order at the direction of the Mayor/Presiding Officer, shall be removed from the Council Chambers or the Zoom by the sergeant-at-arms or the City Clerk and may be barred from further attendance before the Council during that meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Mayor/Presiding Officer. The Mayor/Presiding Officer may direct the sergeant-at-arms to remove such offenders from the room.

AMERICANS WITH DISABILITY ACT (ADA) REQUESTS

If you need disability related modification, including auxiliary aids or services, to participate in this meeting, please contact Melissa Swanson, Administrative Services Director/City Clerk at the Clearlake City Hall, 14050 Olympic Drive, Clearlake, California 95422, phone (707) 994-8201, ext 106, or via email at mswanson@clearlake.ca.us at least 72 hours prior to the meeting, to allow time to provide for special accommodations.

AGENDA REPORTS

Staff reports for each agenda item are available for review at www.clearlake.ca.us. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection on the City's website at www.clearlake.ca.us.

Zoom Link:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://clearlakeca.zoom.us/j/87021491022?pwd=Ddw50sigkgubhsKWBsBt5xotviVa8R.1>

Passcode: 946430

Or One tap mobile:

+16694449171,,87021491022# US

+17193594580,,87021491022# US

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 444 9171 or +1 719 359 4580 or +1 720 707 2699 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847

Webinar ID: 870 2149 1022

A. ROLL CALL**B. PLEDGE OF ALLEGIANCE**

C. INVOCATION/MOMENT OF SILENCE: *The City Council invites members of the clergy, as well as interested members of the public in the City of Clearlake, to voluntarily offer an invocation before the beginning of its meetings for the benefit and blessing of the City Council. This opportunity is voluntary and invocations are to be less than three minutes, offered in a solemn and respectful tone, and directed at the City Council. Invocational speakers who do not abide by these simple rules of respect and brevity shall be given a warning and/or not invited back to provide a subsequent invocation for a reasonable period of time, as determined appropriate by the City. This policy is not intended, and shall not be implemented or construed in any way, to affiliate the City Council with, nor express the City Council's preference for, any faith or religious denomination. Rather, this policy is intended to acknowledge and express the City Council's respect for the diversity of religious denominations and faith represented and practiced among the citizens of Clearlake. If a scheduled invocational speaker does not appear at the scheduled meeting, the Mayor will ask that the City Council observe a moment of silence in lieu of the invocation. More information about the City's*

invocation policy is available upon request by contacting the Administrative Services Director/City Clerk at (707) 994-8201x106 or via email at mswanson@clearlake.ca.us.

D. ADOPTION OF THE AGENDA *(This is the time for agenda modifications.)*

E. PRESENTATIONS

1. Presentation of November's Adoptable Dogs
2. Swearing In of New Police Department Employees
3. Presentation by Executive Vice Chancellor Dr. Lizette Navarette and Dean Korinda Ebenhack of Woodland Community College, Lake County Campus
4. Presentation of Certificates of Appreciation to Trunk or Treat Volunteers and Donors
5. Presentation of Certificates of Appreciation to the Boyles Fire Local Assistance Center Participating Agencies

F. PUBLIC COMMENT: *This is the time for any member of the public to address the City Council on any matter not on the agenda that is within the subject matter jurisdiction of the City. **The Brown Act, with limited exceptions, does not allow the Council or staff to discuss issues brought forth under Public Comment.** The Council cannot take action on non-agenda items. Concerns may be referred to staff or placed on the next available agenda. Please note that comments from the public will also be taken on each agenda item. Comments shall be limited to three (3) minutes per person.*

G. CONSENT AGENDA: *All items listed under the Consent Agenda are considered to be routine in nature and will be approved by one motion. There will be no separate discussion of these items unless a member of the Council requests otherwise, or if staff has requested a change under Adoption of the Agenda, in which case the item will be removed for separate consideration. Any item so removed will be taken up following the motion to approve the Consent Agenda.*

6. Minutes of the September 11, 2024 Lake County Vector Control District Board Meeting
Recommended Action: Receive and file

7. Warrants
Recommended Action: Receive and file

8. Memo Regarding Holiday Closures of City Hall Administration Office
Recommended Action: Receive and file

9. Minutes
Recommended Action: Receive and file

10. Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for Winter Storms
Recommended Action: Continue declaration of emergency

- [11.](#) Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for the Boyles Fire
Recommended Action: Continue declaration of emergency
- [12.](#) Authorization of Job Description and Placement into Salary Schedule of the Deputy City Clerk/Human Resources Technician I/II Positions; Resolution No. 2024-49
Recommended Action: Adopt resolution
- [13.](#) Authorization of the Chief of Crime Reduction and Innovation Job Classification and Placement into the FY 2024/2025 Salary Schedule; Resolution No. 2024-51
Recommended Action: Adopt resolution, authorize the City Manager to make edits based on CalPERS determination, and to negotiate a contract based on qualifications
- [14.](#) Adoption of the 2nd Amendment to the FY 2024-25 Budget (Resolution 2024-30) Adjusting Appropriations and Revenues, Resolution No. 2024-52
Recommended Action: Adopt resolution

H. BUSINESS

- [15.](#) Presentation and Acceptance of the Annual Financial Report and Single Audit Report for Fiscal Year 2022-23; Resolution No. 2024-44
Recommended Action: Approve Resolution No. 2024-44 Accepting the Annual Financial Report for the Fiscal Year 2022-2023 and related audit reports referenced.
- [16.](#) Presentation and Consideration of Establishment of a Regional Housing Trust Fund
Recommended Action: Direction to Staff
- [17.](#) Discussion and Consideration of Ordinance No. 272-2024, An Ordinance Establishing Article 6-10 of the Clearlake Municipal Code Regulating Tobacco Retailers
Recommended Action: Introduce the Ordinance and hold a first reading, read by title only, and schedule second reading and adoption at a subsequent Council meeting
- [18.](#) Consideration of Measure V Project Plan Update
Recommended Action: Approve Proposed Measure V Project Plan
19. Update on the Boyles Fire
Recommended Action: Direction to Staff
- [20.](#) Consideration of Authorization of the Fire Prevention Equipment Operator Position; Resolution No. 2024-50
Recommended Action: Adopt resolution and authorize staff to update the FY 2024/2025 salary schedule

I. PUBLIC HEARING

- [21.](#) Consideration of Resolution 2024-47 Authorizing the Extension of the Temporary Road Closure of Certain Roads, to Reduce Illegal Dumping and to Protect the Environment, and the

Public Health and Welfare

Recommended Action: Adopt Resolution 2024-47

- 22. Consideration of Appeals of Orders to Abate for the Properties Located at 16140 Dam Road, 16272 32nd Avenue, 15576 33rd Avenue, 2943 5th Street, 16116 33rd Avenue, 3603 Peony Street, 13790 Sonoma Avenue, 3273 11th Street, 6347 Armijo Avenue, 14045 Hale Street, 14053 Hale Street, 14236 Hale Street, 3180 2nd Street, 3014 5th Street, 13535 Santa Clara Avenue, 5740 Hale Avenue, 16026 25th Avenue, 3971 Pine Avenue and 3783 Cedar Avenue, in Accordance with Clearlake Municipal Code Chapter 10; Resolution No. 2024-48
Recommended Action: Adopt resolution denying appeals

J. CITY MANAGER AND COUNCILMEMBER REPORTS

K. FUTURE AGENDA ITEMS

L. CLOSED SESSION

- (23)** Conference with Labor Negotiators: Pursuant to Government Code Section 54957.6: Agency designated representatives: City Manager Flora; Employee Organization: Unrepresented Employees

M. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

N. ADJOURNMENT

POSTED: November 2, 2024

BY:



Melissa Swanson, Administrative Services Director/City Clerk

MINUTES OF PREVIOUS MEETING

September 11, 2024

The regular monthly meeting of the Board of Trustees of the Lake County Vector Control District was called to order at 1:32 P.M. by Ron Nagy, President Pro-Tem.

Board Present: Rob Bostock, Frank Lincoln, and Ron Nagy.

Absent: Curt Giambruno (excused) and George Spurr (excused).

District Personnel: Jamesina J. Scott, Ph.D., District Manager and Research Director, Ms. Jacinda Franusich, Office Manager.

Guests: None.

Citizen's Input: None.

Agenda Additions and/or Deletions: Mr. Lincoln moved to add a Budget Transfer to the Agenda between Items 9 and 10. Mr. Bostock seconded the motion. Motion carried unanimously.

Approve Minutes of August 14, 2024 Regular Meeting with Corrections to the Check Numbers to Include Checks 22751-22766 Making the Total Expenditures for August 2024 \$109,394.23

Mr. Bostock moved to approve the Board Minutes of August 14, 2024 with corrections. Mr. Lincoln seconded the motion. Motion carried unanimously.

Approve Minutes of August 27, 2024 Special Meeting

Mr. Bostock moved to approve the Board Minutes of August 27, 2024 Special Meeting. Mr. Lincoln seconded the motion. Motion carried unanimously.

Research Report

Dr. Scott reported on arbovirus activity. West Nile virus (WNV) activity has been detected in thirteen mosquito samples in Lake County. In addition, one dead bird and five sentinel chickens tested positive for WNV.

For the rest of California, West Nile virus activity has been detected in twenty-nine counties. Twenty-seven California residents from eleven counties have been diagnosed with WNV illness. In addition, 352 dead birds

from 18 counties have tested positive for WNV, 1,386 mosquito samples from 25 counties have tested positive for WNV, and 75 sentinel chickens from nine counties have seroconverted for WNV antibodies.

Fifteen St. Louis encephalitis virus (SLEV) positive mosquito samples have been reported from three California counties this year.

For the rest of the United States, there have been 377 human cases of West Nile virus illness reported from thirty-seven states. In addition, thirty-eight states have reported WNV in mosquitoes, dead birds, sentinel chickens, or horses.

Eastern equine encephalitis virus (EEEV) infections have been reported from residents of Massachusetts, New Hampshire, New Jersey, Vermont, and Wisconsin. The New Hampshire case was fatal.

Six states have detected Jamestown Canyon virus (JCV) in mosquitoes with seven human cases being reported from Michigan, New Hampshire, New Jersey, and Wisconsin.

Thirteen human cases of La Crosse encephalitis virus (LACV) have been reported from three states.

Thirty-six human cases of Powassan virus (POWV) have been reported from nine states, including four fatalities from three of the states.

Six states have reported St. Louis encephalitis virus (SLEV) in mosquitoes or sentinel chickens this year.

There have seventy-four chikungunya (CHIK) virus disease cases in travelers returning from affected areas reported in the United States this year. No locally-transmitted cases have been reported in the US.

There have been fifteen Zika (ZIK) virus disease cases reported to the US Centers for Disease Control and Prevention. Six cases were in travelers returning from affected areas and nine were locally-acquired cases from residents of Puerto Rico.

There have been 45,369 dengue (DEN) cases have been reported in the United States and its territories. Of those cases, 2,921 were locally-acquired in Florida, and the US Territories of Puerto Rico (2,809), and the U.S. Virgin

Islands (89). The remaining cases were reported in travelers returning from affected areas.

In June of 2024, the first case of Oropouche (ORO) Fever was reported in Cuba. Through August 28 over 400 cases have been reported on the island. In the United States, 31 Oropouche Fever cases have been reported in travelers returning from Cuba.

Dr. Scott reported on adult biting fly activity. The District set 102 carbon dioxide baited traps in various locations around the county in August. The most abundant mosquito species was *Culex tarsalis*. Large numbers of biting black gnats were collected as well.

The New Jersey Light Traps set in Clearlake and Upper Lake were sampled in August. The most abundant mosquito species collected were *Anopheles franciscanus* and *Culex tarsalis*.

The resting boxes set in Lakeport and Upper lake were sampled in August. Four mosquito species were collected.

Dr. Scott reported on tick testing. Eight *Ixodes pacificus* ticks that were removed from Lake County residents were submitted to the Sonoma County Public Health Laboratory for testing for Lyme disease. All the samples were negative.

Dr. Scott reported on the Clear Lake Gnat, Chironominae, and Tanypodinae Surveillance in Clear Lake. The Clear Lake gnat numbers increased from 0.39 larvae per dredge in July, to 0.68 larva per dredge in August. The chironominae numbers increased from 20.86 larvae per dredge in July to 26.61 larvae per dredge in August. The tanypodinae numbers decreased from 2.68 larvae per dredge in July to 0.75 larvae per dredge in August.

Operation Report

For the month of August, no rain was recorded at the District. The total rainfall for the season is 29.88 inches.

The level of Clear Lake was at 4.20 feet on the Rumsey Gauge as of August 1, and declined to 3.10 feet by August 31.

The Vector Control Technicians responded to 94 service requests in August, including 11 yellowjacket requests, and 15 technician-initiated larval source treatments. In addition, 26 online service requests were submitted in August.

On August 13, the District's Board Room was used by Lake County Public Health for a three-hour meeting.

Over the last several months the District has experienced daily Internet service interruptions and outages. After looking into available options Dr. Scott contacted Starlink. Equipment was received at the end of August and was installed by District staff. The service went online September 4.

Four District employees attended the Clear Lake Integrated Science Symposium (CLISS) on August 15-16.

On August 27, five District employees participated in an aquatic insect and blacklight collecting night in Kelseyville. The insects collected will be used to update the District's insect display cases.

The District issued a joint news release with Lake County Public Health on August 2. The release announced additional West Nile virus positive mosquitoes and encouraged residents to take precautions against mosquito bites.

Dr. Scott reviewed the application requirements for the State and Local Cybersecurity Grant Program (SLCGP) and contacted VC3 to learn more about the application process and eligible services.

Approve Budget Transfer

Mr. Bostock moved to approve the Budget Transfer from 90-91 Contingencies in the amount of \$8,800 to 01-14 Salaries and Wages-Other. Mr. Lincoln seconded the motion. Motion carried unanimously.

Approve Fiscal Year 23/24 Prop. 4 Compliance Resolution 24-05

After some discussion, Mr. Bostock moved to approve the 23/24 Prop. 4 Compliance Resolution 24-05. Mr. Lincoln seconded the motion. Motion carried with a roll call vote as follows: 3 in favor (Mr. Bostock, Mr. Nagy, and Mr. Lincoln), and 2 absent (Mr. Giamb Bruno, and Mr. Spurr).

Approve Checks for the Month of September 2024

Mr. Nagy moved to approve Check Nos. 22767–22813 for the month of September 2024 in the amount of \$80,382.79. Mr. Bostock seconded the motion. Motion carried unanimously.

Other Business

No other business was discussed.

Announcement of Next Regular Board Meeting

The next regular meeting of the Board will be at 1:30 PM on October 9, 2024 at the Lake County Vector Control District Office, 410 Esplanade Lakeport, CA 95453.

Mr. Bostock moved to adjourn the meeting. Mr. Lincoln seconded the motion. There being no other business to discuss the meeting was adjourned by Ron Nagy President Pro-Tem at 2:14 PM.

Respectfully submitted,

Ronald Nagy
Secretary



Clearlake, CA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
VEN01102	1TEAM 1DREAM	10/03/2024	Regular	0.00	30,000.00	17737
001300	A & B COLLISION	10/03/2024	Regular	0.00	5,966.93	17738
VEN01085	ACC BUSINESS	10/03/2024	Regular	0.00	613.64	17739
VEN01085	ACC BUSINESS	10/03/2024	Regular	0.00	613.64	17740
000591	ACTION SANITARY	10/03/2024	Regular	0.00	174.00	17741
001911	ADAMS ASHBY GROUP INC	10/03/2024	Regular	0.00	6,413.25	17742
001423	ALLIANT INSURANCE SERVICES, IN	10/03/2024	Regular	0.00	3,890.29	17743
001435	ARGONAUT CONSTRUCTORS	10/03/2024	Regular	0.00	780,730.86	17744
001397	AT&T CALNET 3	10/03/2024	Regular	0.00	332.55	17745
002114	AXON ENTERPRISE INC	10/03/2024	Regular	0.00	99,064.25	17746
000861	BIG O TIRES	10/03/2024	Regular	0.00	821.84	17747
002162	CALIFORNIA ENGINEERING	10/03/2024	Regular	0.00	1,645.00	17748
000383	CITY OF CLEARLAKE	10/03/2024	Regular	0.00	8,164.81	17749
VEN01570	CLEAR LAKE 1 LLC	10/03/2024	Regular	0.00	918.12	17750
000024	CLEARLAKE POLICE ASSOCIATION	10/03/2024	Regular	0.00	1,825.00	17751
000548	COMPUTER LOGISTICS	10/03/2024	Regular	0.00	6,341.84	17752
	Void	10/03/2024	Regular	0.00	0.00	17753
000774	DEEP VALLEY SECURITY	10/03/2024	Regular	0.00	32.95	17754
VEN01122	DOCUSIGN INC.	10/03/2024	Regular	0.00	3,055.04	17755
000073	EASTLAKE SANITARY LANDFILL	10/03/2024	Regular	0.00	223.75	17756
VEN01126	ECORP CONSULTING, INC	10/03/2024	Regular	0.00	2,460.00	17757
001199	EUREKA OXYGEN CO	10/03/2024	Regular	0.00	44.14	17758
001402	GREEN VALLEY CONSULTING	10/03/2024	Regular	0.00	36,357.50	17759
002065	HERC RENTALS INC	10/03/2024	Regular	0.00	7,792.08	17760
001554	HINDERLITER DELLAMAS & ASSOC.	10/03/2024	Regular	0.00	1,881.17	17761
001775	JONES & MAYER	10/03/2024	Regular	0.00	74,489.27	17762
	Void	10/03/2024	Regular	0.00	0.00	17763
001814	LENAHAN,LEE,SLATER,AND PEARSE,	10/03/2024	Regular	0.00	10,686.00	17764
VEN01123	LOOMIS	10/03/2024	Regular	0.00	610.88	17765
VEN01329	MCGRATH RENTCORP AND SUBSIDI	10/03/2024	Regular	0.00	1,124.03	17766
000793	MEDIACOM	10/03/2024	Regular	0.00	650.00	17767
001489	NAPA AUTO PARTS	10/03/2024	Regular	0.00	309.85	17768
VEN01191	NORTH BAY ANIMAL SERVICES	10/03/2024	Regular	0.00	31,250.00	17769
001392	OFFICE DEPOT	10/03/2024	Regular	0.00	355.97	17770
000027	OPERATING ENGINEERS PUBLIC EMF	10/03/2024	Regular	0.00	88,968.00	17771
000387	PACE SUPPLY CORP	10/03/2024	Regular	0.00	1,016.27	17772
001483	PETERSON CAT	10/03/2024	Regular	0.00	407.98	17773
001843	PG&E CFM	10/03/2024	Regular	0.00	26.28	17774
001843	PG&E CFM	10/03/2024	Regular	0.00	5,049.00	17775
	Void	10/03/2024	Regular	0.00	0.00	17776
000130	PITNEY BOWES	10/03/2024	Regular	0.00	849.15	17777
002031	REDWOOD COAST PETROLEUM & N	10/03/2024	Regular	0.00	1,659.61	17778
VEN01487	SHARON A GPWAN - AUGMENT MEI	10/03/2024	Regular	0.00	69.00	17779
VEN01336	SSA LANDSCAPE ARCHITECTS, INC.	10/03/2024	Regular	0.00	60,943.87	17780
VEN01352	STOVER SEED COMPANY	10/03/2024	Regular	0.00	3,218.13	17781
001148	TIMOTHY HOBBS	10/03/2024	Regular	0.00	456.00	17782
000708	VALIC LOCKBOX	10/03/2024	Regular	0.00	470.00	17783
000085	VESTIS GROUP, INC. (F/K/A ARAMAR	10/03/2024	Regular	0.00	49.31	17784

Check Register

Vendor Number

001214

Vendor Name

WEST ALERT SECURITY SER INC

Payment Date

10/03/2024

Payment Type

Regular

Packet: APPKT03341-1

Section G, Item 7.

Discount Amount

0.00

Payment Amount

120.00

Number

17785

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	101	46	0.00	1,282,141.25
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	101	49	0.00	1,282,141.25

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2024	1,282,141.25
			<hr/>
			1,282,141.25



Clearlake, CA

Packet: APPKT03342 - 10/3/24 DIRECT PAYABLE CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
002375	THOMAS DEWALT	10/03/2024	Regular	0.00	2,560.00	17786

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,560.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	2,560.00

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2024	2,560.00
			<hr/>
			2,560.00



Clearlake, CA

By Check Number

Table with columns: Vendor Number, Vendor Name, Payment Date, Payment Type, Discount Amount, Payment Amount, Number. Includes bank code AP-Accounts Payable and various vendor entries.

Check Register

Packet: APPKT03357-10

Section G, Item 7.

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01532	SQUARE SIGNS LLC DBA FRONT SIGN	10/10/2024	Regular	0.00	4,232.00	17841
002273	STACEY MATTINA	10/10/2024	Regular	0.00	100.00	17842
002277	STANLEY A ARCHACKI	10/10/2024	Regular	0.00	100.00	17843
002228	SUMMIT BANK - LOAN OPERATIONS	10/10/2024	Regular	0.00	36,683.05	17844
VEN01526	TAYLOR ELISE WHITE	10/10/2024	Regular	0.00	240.00	17845
VEN01222	TERRY LEE STEWART	10/10/2024	Regular	0.00	75.00	17846
VEN01412	THE EIDAM CORPORATION - LUCY &	10/10/2024	Regular	0.00	22,512.48	17847
000085	VESTIS GROUP, INC. (F/K/A ARAMAR	10/10/2024	Regular	0.00	98.62	17848

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	95	62	0.00	227,092.46
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	95	62	0.00	227,092.46

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2024	227,092.46
			<hr/>
			227,092.46



Clearlake, CA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
001138	ADVENTIST HEALTH	10/24/2024	Regular	0.00	10,000.00	17849
001138	ADVENTIST HEALTH	10/24/2024	Regular	0.00	15,000.00	17850
002353	ALL IN ONE AUTO	10/24/2024	Regular	0.00	1,500.00	17851
001435	ARGONAUT CONSTRUCTORS	10/24/2024	Regular	0.00	317,147.43	17852
001397	AT&T CALNET 3	10/24/2024	Regular	0.00	30.42	17853
001397	AT&T CALNET 3	10/24/2024	Regular	0.00	30.42	17854
001397	AT&T CALNET 3	10/24/2024	Regular	0.00	30.42	17855
000902	CALIFORNIA SURVEYING - DRAFTING	10/24/2024	Regular	0.00	326.25	17856
2404	CALTRONICS	10/24/2024	Regular	0.00	267.27	17857
002133	CHRIS KELLEHER	10/24/2024	Regular	0.00	90.09	17858
000024	CLEARLAKE POLICE ASSOCIATION	10/24/2024	Regular	0.00	1,825.00	17859
002392	DE LAGE LANDEN PUBLIC FINANCE	10/24/2024	Regular	0.00	1,462.90	17860
000160	DEPT OF JUSTICE	10/24/2024	Regular	0.00	663.00	17861
000073	EASTLAKE SANITARY LANDFILL	10/24/2024	Regular	0.00	51.24	17862
VEN01544	EIDE BAILLY LLP	10/24/2024	Regular	0.00	187.50	17863
001199	EUREKA OXYGEN CO	10/24/2024	Regular	0.00	381.16	17864
000120	FED EX	10/24/2024	Regular	0.00	121.35	17865
000797	GRANITE CONSTRUCTION	10/24/2024	Regular	0.00	2,688.49	17866
000121	HIGHLANDS WATER COMPANY	10/24/2024	Regular	0.00	135.00	17867
VEN01574	HOBLIT MOTORS	10/24/2024	Regular	0.00	5,479.32	17868
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	178.20	17869
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	13,796.40	17870
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	128.96	17871
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	142.04	17872
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	18.08	17873
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	123.96	17874
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	343.52	17875
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	142.04	17876
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	90.40	17877
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	18.08	17878
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	123.96	17879
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	320.24	17880
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	18.08	17881
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	265.10	17882
000158	LAKE COUNTY SPECIAL DISTRICTS	10/24/2024	Regular	0.00	265.10	17883
VEN01089	LAMON CONSTRUCTION	10/24/2024	Regular	0.00	1,401,256.14	17884
VEN01515	LSW ARCHITECTS, P.C.	10/24/2024	Regular	0.00	850.00	17885
VEN01329	MCGRATH RENTCORP AND SUBSIDIARIES	10/24/2024	Regular	0.00	1,124.03	17886
000793	MEDIACOM	10/24/2024	Regular	0.00	356.55	17887
001489	NAPA AUTO PARTS	10/24/2024	Regular	0.00	221.51	17888
001913	OCCU-MED LTD	10/24/2024	Regular	0.00	529.75	17889
000009	OPERATING ENGINEERS LOCAL 3	10/24/2024	Regular	0.00	486.00	17890
002242	PARODI INVESTIGATIVE SOLUTIONS, INC.	10/24/2024	Regular	0.00	3,200.00	17891
000049	PETTY CASH	10/24/2024	Regular	0.00	178.00	17892
001843	PG&E CFM	10/24/2024	Regular	0.00	20.01	17893
VEN01371	R.E.Y. ENGINEERS, INC.	10/24/2024	Regular	0.00	3,120.00	17894
VEN01255	REDWOOD EMPIRE MUNICIPAL INSURANCE	10/24/2024	Regular	0.00	176.08	17895
000202	ROTO-ROOTER OF LAKE COUNTY	10/24/2024	Regular	0.00	3,105.30	17896
VEN01251	RYAN KIMBLE - KIMBLE'S CONSTRUCTION	10/24/2024	Regular	0.00	4,200.00	17897
000506	SIGNS OF RANDY HARE	10/24/2024	Regular	0.00	475.00	17898
001148	TIMOTHY HOBBS	10/24/2024	Regular	0.00	456.00	17899
002343	TYLER VEACH	10/24/2024	Regular	0.00	150.00	17900
000099	U.S. CELLULAR	10/24/2024	Regular	0.00	395.39	17901
000708	VALIC LOCKBOX	10/24/2024	Regular	0.00	470.00	17902

Check Register

Packet: APPKT03383-10

Section G, Item 7.

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
000085	VESTIS GROUP, INC. (F/K/A ARAMAR	10/24/2024	Regular	0.00	98.62	17903

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	67	55	0.00	1,794,259.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	67	55	0.00	1,794,259.80

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2024	1,794,259.80
			<hr/>
			1,794,259.80



Clearlake, CA

Packet: APPKT03397 - 10/31/24 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
VEN01085	ACC BUSINESS	10/31/2024	Regular	0.00	613.64	17904
VEN01085	ACC BUSINESS	10/31/2024	Regular	0.00	613.64	17905
000591	ACTION SANITARY	10/31/2024	Regular	0.00	181.31	17906
002331	AFLAC	10/31/2024	Regular	0.00	275.01	17907
VEN01531	ALL-AMERICAN CONSTRUCTION, INC	10/31/2024	Regular	0.00	440,126.72	17908
001435	ARGONAUT CONSTRUCTORS	10/31/2024	Regular	0.00	82,460.00	17909
000102	AT&T	10/31/2024	Regular	0.00	70.00	17910
001397	AT&T CALNET 3	10/31/2024	Regular	0.00	630.89	17911
001397	AT&T CALNET 3	10/31/2024	Regular	0.00	332.55	17912
001397	AT&T CALNET 3	10/31/2024	Regular	0.00	59.81	17913
001397	AT&T CALNET 3	10/31/2024	Regular	0.00	30.68	17914
001397	AT&T CALNET 3	10/31/2024	Regular	0.00	221.36	17915
001397	AT&T CALNET 3	10/31/2024	Regular	0.00	147.19	17916
001397	AT&T CALNET 3	10/31/2024	Regular	0.00	66.79	17917
VEN01440	CITIZENS CARING FOR CLEARLAKE	10/31/2024	Regular	0.00	13,889.76	17918
VEN01366	CLEARLAKE BURNS VALLEY ROAD LP	10/31/2024	Regular	0.00	499,863.72	17919
001424	CLEARLAKE WASTE SOLUTIONS	10/31/2024	Regular	0.00	22,249.23	17920
000548	COMPUTER LOGISTICS	10/31/2024	Regular	0.00	3,740.00	17921
000077	COUNTY OF LAKE RECORDER	10/31/2024	Regular	0.00	95.00	17922
001212	DEPT OF HOUSING COMM DEVELOP	10/31/2024	Regular	0.00	22.00	17923
001212	DEPT OF HOUSING COMM DEVELOP	10/31/2024	Regular	0.00	22.00	17924
001212	DEPT OF HOUSING COMM DEVELOP	10/31/2024	Regular	0.00	22.00	17925
VEN01386	DOWNEY BRAND LLP	10/31/2024	Regular	0.00	24,007.91	17926
VEN01241	E4 UTILITY DESIGN	10/31/2024	Regular	0.00	1,495.00	17927
VEN01468	GEI CONSULTANTS INC	10/31/2024	Regular	0.00	20,260.00	17928
000215	LAKE COUNTY FIRE PROTECTION	10/31/2024	Regular	0.00	738.00	17929
000108	LAKE COUNTY RECORD BEE	10/31/2024	Regular	0.00	526.39	17930
000158	LAKE COUNTY SPECIAL DISTRICTS	10/31/2024	Regular	0.00	265.98	17931
000158	LAKE COUNTY SPECIAL DISTRICTS	10/31/2024	Regular	0.00	142.04	17932
000793	MEDIACOM	10/31/2024	Regular	0.00	650.00	17933
VEN01344	MICHAEL PESONEN - COMFORTABLE	10/31/2024	Regular	0.00	3,500.00	17934
000781	NICKI BURRELL	10/31/2024	Regular	0.00	558.13	17935
001392	OFFICE DEPOT	10/31/2024	Regular	0.00	449.21	17936
001843	PG&E CFM	10/31/2024	Regular	0.00	4,783.09	17937
	Void	10/31/2024	Regular	0.00	0.00	17938
001843	PG&E CFM	10/31/2024	Regular	0.00	23.82	17939
000708	VALIC LOCKBOX	10/31/2024	Regular	0.00	470.00	17940
2417	VAN LANT & FANKHANEL, LLP	10/31/2024	Regular	0.00	17,350.00	17941
000085	VESTIS GROUP, INC. (F/K/A ARAMAR	10/31/2024	Regular	0.00	49.31	17942

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	56	38	0.00	1,141,002.18
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	56	39	0.00	1,141,002.18

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	10/2024	1,141,002.18
			<hr/>
			1,141,002.18



Clearlake, CA

Section G, Item 7.

Check Register

Packet: APPKT03419 - 11/6/24 AP CHECK RUN AA

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
000591	ACTION SANITARY	11/06/2024	Regular	0.00	180.96	17943
002162	CALIFORNIA ENGINEERING	11/06/2024	Regular	0.00	34,923.85	17944
VEN01265	CANTEEN SERVICES OF UKIAH, INC	11/06/2024	Regular	0.00	104.00	17945
VEN01466	CLEAR LAKE MASONIC BUILDING ASS	11/06/2024	Regular	0.00	2,551.92	17946
VEN01429	COUNTY OF LAKE- HEALTH SERVICES	11/06/2024	Regular	0.00	1,725.00	17947
000774	DEEP VALLEY SECURITY	11/06/2024	Regular	0.00	32.95	17948
000073	EASTLAKE SANITARY LANDFILL	11/06/2024	Regular	0.00	85.90	17949
VEN01126	ECORP CONSULTING, INC	11/06/2024	Regular	0.00	1,025.00	17950
000625	FIRST AMERICAN TITLE COMPANY	11/06/2024	Regular	0.00	6,304.85	17951
000096	GOLDEN STATE WATER COMPANY	11/06/2024	Regular	0.00	39.27	17952
000096	GOLDEN STATE WATER COMPANY	11/06/2024	Regular	0.00	39.27	17953
000096	GOLDEN STATE WATER COMPANY	11/06/2024	Regular	0.00	1,711.49	17954
000096	GOLDEN STATE WATER COMPANY	11/06/2024	Regular	0.00	2,172.98	17955
VEN01577	GOVERNMENT FINANCE SERVICES, L	11/06/2024	Regular	0.00	7,387.50	17956
001402	GREEN VALLEY CONSULTING	11/06/2024	Regular	0.00	27,263.75	17957
000121	HIGHLANDS WATER COMPANY	11/06/2024	Regular	0.00	141.89	17958
000121	HIGHLANDS WATER COMPANY	11/06/2024	Regular	0.00	298.99	17959
000121	HIGHLANDS WATER COMPANY	11/06/2024	Regular	0.00	48.29	17960
000121	HIGHLANDS WATER COMPANY	11/06/2024	Regular	0.00	137.28	17961
000121	HIGHLANDS WATER COMPANY	11/06/2024	Regular	0.00	323.63	17962
000121	HIGHLANDS WATER COMPANY	11/06/2024	Regular	0.00	42.31	17963
000121	HIGHLANDS WATER COMPANY	11/06/2024	Regular	0.00	115.24	17964
000121	HIGHLANDS WATER COMPANY	11/06/2024	Regular	0.00	134.68	17965
001949	ICE WATER DISTRIBUTORS INC	11/06/2024	Regular	0.00	148.25	17966
001775	JONES & MAYER	11/06/2024	Regular	0.00	29,964.44	17967
VEN01527	KOFAWN JONES	11/06/2024	Regular	0.00	350.00	17968
002373	KRISTIANA ANDERSON	11/06/2024	Regular	0.00	304.00	17969
VEN01089	LAMON CONSTRUCTION	11/06/2024	Regular	0.00	836,423.52	17970
VEN01392	LANGUAGE LINE SERVICES, INC - DBA	11/06/2024	Regular	0.00	3.76	17971
001251	MARK A CLEMENTI PHD	11/06/2024	Regular	0.00	844.00	17972
VEN01329	MCGRATH RENTCORP AND SUBSIDIAR	11/06/2024	Regular	0.00	1,124.03	17973
VEN01240	MIDDLETOWN COPY & PRINT - JESSI	11/06/2024	Regular	0.00	128.70	17974
001489	NAPA AUTO PARTS	11/06/2024	Regular	0.00	89.15	17975
VEN01191	NORTH BAY ANIMAL SERVICES	11/06/2024	Regular	0.00	31,250.00	17976
001392	OFFICE DEPOT	11/06/2024	Regular	0.00	61.69	17977
000027	OPERATING ENGINEERS PUBLIC EMF	11/06/2024	Regular	0.00	1,157.00	17978
000131	PCD	11/06/2024	Regular	0.00	36,830.00	17979
000202	ROTO-ROOTER OF LAKE COUNTY	11/06/2024	Regular	0.00	592.50	17980
VEN01336	SSA LANDSCAPE ARCHITECTS, INC.	11/06/2024	Regular	0.00	18,173.15	17981
001952	STEVE FELDER	11/06/2024	Regular	0.00	356.00	17982

Check Register

Vendor Number
002375

Vendor Name
THOMAS DEWALT

Payment Date
11/06/2024

Payment Type
Regular

Packet: APPKT03419-1
Discount Amount
0.00

Section G, Item 7.

Payment Amount
2,640.00

Number
17983

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	64	41	0.00	1,047,231.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	64	41	0.00	1,047,231.19

Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	11/2024	1,047,231.19
			<hr/>
			1,047,231.19

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Memo Regarding Holiday Closure of City Hall Administration Office	MEETING DATE: November 7, 2024
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input checked="" type="checkbox"/> Information only <input type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:
 Report for information only. No action by the Council is necessary.

BACKGROUND/DISCUSSION:

For your Council’s information:

City Hall Administration offices, including Building, Planning, Administrative Services and Finance Departments, will be closed for the upcoming holidays as follows:

Veteran’s Day Observation: Monday, November 11th, 2024;

Thanksgiving: Thursday, November 28th, 2024;

Winter Holidays: Tuesday, December 24th, 2024 through Wednesday, January 1st, 2025.

The Administration offices will reopen on Thursday, January 2nd, 2025.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:



CITY COUNCIL REGULAR MEETING

Clearlake City Hall Council Chambers
14050 Olympic Dr, Clearlake, CA

Thursday, October 03, 2024

Regular Meeting 6:00 PM

MINUTES

A. ROLL CALL

PRESENT

Mayor David Claffey

Vice Mayor Joyce Overton

Council Member Russ Cremer

Council Member Russ Perdock

Council Member Dirk Slooten

B. PLEDGE OF ALLEGIANCE

C. INVOCATION/MOMENT OF SILENCE

D. ADOPTION OF THE AGENDA

Motion made by Vice Mayor Overton, Seconded by Council Member Slooten.

Voting Yea: Mayor Claffey, Vice Mayor Overton, Council Member Cremer, Council Member Perdock, Council Member Slooten

E. PRESENTATIONS

1. Presentation of October's Adoptable Dogs
2. Presentation of a Proclamation Declaring October 2024 as Domestic Violence Awareness Month
3. Presentation of a Proclamation Declaring October 2024 as Breast Cancer Awareness Month

F. PUBLIC COMMENT

Bruno Sabatier commended the Code Enforcement team on their diligence in their job

Mr. Betta asked for a lower speed limit in the avenues after the chip seal cars speed. He also stated Code Enforcement needs additional funding to clean up properties in his neighborhood.

Mrs. Libonie spoke regarding potholes on Burns Valley Road.

Unnamed citizen spoke regarding a pothole in Burns Valley Road near safeway.

G. CONSENT AGENDA

Motion made by Council Member Slooten, Seconded by Council Member Cremer.

Voting Yea: Mayor Claffey, Vice Mayor Overton, Council Member Cremer, Council Member Perdock, Council Member Slooten

4. Minutes

Recommended Action: Receive and file

5. Road closure for the 2024 Robert Viramontes Memorial Soap Box Derby to be held on October 19, 2024.

Recommended action: Approve Resolution number 2024-40 approving the road Closure on October 19, 2024 for the Robert Viramontes Memorial Soap Box Derby.

6. Road closure for the 2024 Trunk or Treat Event to be held on October 31, 2024.

Recommended action: Approve Resolution number 2024-41 approving the road Closure on October 31, 2024 for the Trunk or Treat Event.

7. Authorization of an Amendment of Contract with Square Signs LLC for the Digital Marquee Signs Project

Recommended Action: Move to amend the contract with Square Signs LLC in the amount of \$109,852.50.

8. Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for Winter Storms

Recommended Action: Continue declaration of emergency

9. Warrants

Recommended Action: Receive and file

10. Adopt Resolution 2024-43 Renewing Ordinance 261-2022 and Approval of the Clearlake Police Department Military Equipment Report

11. Minutes

Recommended Action: Receive and file

H. BUSINESS

12. Discussion and Consideration of Resolution 2024-42 Granting Consent to the County of Lake to Establish the Lake County Hospital Improvement District

Recommended Action: Adopt Resolution 2024-42

City Manager Flora gave the staff report. Representatives from the proposed Lake County Hospital Improvement District were present to answer questions.

Motion made by Council Member Cremer, Seconded by Council Member Slooten.
Voting Yea: Mayor Claffey, Vice Mayor Overton, Council Member Cremer, Council Member Perdock, Council Member Slooten

- 13. Update on the Boyles Fire
Recommended Action: Direction to Staff

City Manager Flora gave the staff report. There was no action by the Council.

I. CITY MANAGER AND COUNCILMEMBER REPORTS

J. FUTURE AGENDA ITEMS

K. CLOSED SESSION

(14) Conference with Legal Counsel: Existing Litigation: Pursuant to Government Code Section 54956.9(d)(1): Case No. CV-425596: City of Clearlake v. Highlands Mutual Water Company, et al., Lake County Superior Court

L. ANNOUNCEMENT OF ACTION FROM CLOSED SESSION

There was no action taken by the Council on this item.

M. ADJOURNMENT

The meeting was adjourned at 7:50 p.m.



Melissa Swanson, Administrative Services Director/City Clerk



CITY COUNCIL SPECIAL MEETING

Clearlake City Hall Council Chambers
14050 Olympic Dr, Clearlake, CA

Thursday, October 24, 2024

Special Meeting 5:00 PM

MINUTES

A. ROLL CALL

PRESENT

Vice Mayor Joyce Overton
Council Member Russ Cremer
Council Member Russ Perdock

ABSENT

Mayor David Claffey
Council Member Dirk Slooten

B. PLEDGE OF ALLEGIANCE

C. BUSINESS

1. Designating Agent for Non-State Agencies-CalOES Reso No. 2024-45
Authorization to: Designate City Manager as Agent for City of Clearlake for Open/Future Disasters (3 years)

City Manager Flora gave the staff report.

Motion made by Council Member Perdock, Seconded by Council Member Cremer.
Voting Yea: Vice Mayor Overton, Council Member Cremer, Council Member Perdock

2. Consideration of a Resolution Acknowledging Completion of Oak Valley Villas (CDBG) Reso. 2024-46
Recommended Action: Adopt resolution

City Manager Flora gave the staff report.

Motion made by Council Member Cremer, Seconded by Council Member Perdock.
Voting Yea: Vice Mayor Overton, Council Member Cremer, Council Member Perdock

D. ADJOURNMENT

The meeting was adjourned at 5:06 p.m.

A handwritten signature in blue ink that reads "Melissa Swanson". The signature is written in a cursive style with a large initial 'M'.

Melissa Swanson, Administrative Services Director/City Clerk

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for Winter Storms	
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

On February 9, 2024, the Director of Emergency Services/City Manager issued a Proclamation of Local Emergency due to winter storms (attached), which was ratified by the City Council on February 15, 2024.

Pursuant to Section 2-11.6.a.6.a of the Clearlake Municipal Code, the Director is empowered to make and issue rules and regulation on matters reasonably related to the protection of life and property as affected by such emergency; provide, however such rules and regulations must be confirmed at the earliest practical time by the City Council. Thereafter, the emergency declaration must be continued by affirmation of the Council every 30 days.

Staff believe there is still a need to continue the local emergency order and it is in the best interests of the City to have the Council ratify and continue this order until the state of emergency can be lifted.

OPTIONS:

- 1. Continue to ratify order.

FISCAL IMPACT:

None Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake

- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

- Attachments:** 1) Proclamation Declaring a Local Emergency for Winter Storms



City of Clearlake

14050 Olympic Drive, Clearlake, California 95422
(707) 994-8201 Fax (707) 995-2653

PROCLAMATION BY THE CITY OF CLEARLAKE DIRECTOR OF EMERGENCY SERVICES DECLARING A LOCAL EMERGENCY FOR WINTER STORMS

WHEREAS, City of Clearlake Municipal Code Section 2-11.6 empowers the Director of Emergency Services (City Manager) to proclaim the existence or threatened existence of a local emergency when the city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, Government Code Section 8550 et seq., including Section 8558(c), authorize the City Manager to proclaim a local emergency when the City is threatened by conditions of disaster or extreme peril to the safety of persons and property within the City that are likely to be beyond the control of the services, personnel, equipment, and facilities of the City; and

WHEREAS, starting on February 2, 2024 a winter storm resulted in high winds and heavy rain; and

WHEREAS, these conditions have caused a loss of stability to trees and hillsides, including significant damage to property, infrastructure and public safety within the city limits; and

WHEREAS, the mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the state and federal governments will be critical to successfully responding to the impacts of the winter storms; and

WHEREAS, the City Manager, as the City's Director of Emergency Services, has the power to declare a local emergency as authorized by Government Code section 8630 and Clearlake Municipal Code section 2-11.6.

NOW, THEREFORE, IT IS PROCLAIMED AND ORDERED by the City Manager of the City of Clearlake as follows:

- A. A local emergency exists based on the existence of conditions of disaster or of extreme peril to the safety of persons and property, as detailed in the recitals set forth above.
- B. The area within the City which is endangered and/or imperiled.
- C. During the existence of this local emergency, the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law and by ordinances, resolutions, and orders of this City, including but not limited to the City of Clearlake Emergency Operations Plan.
- D. The City Council shall review and ratify this proclamation within seven (7) days as required by state law, and if ratified, shall continue to exist until the City Council proclaims the termination of this local emergency. The City Council shall review the need for continuing the local emergency as required by state law until it terminates the local emergency, and shall terminate the local emergency at the earliest possible date that conditions warrant.
- E. That a copy of this proclamation be forwarded to the Director of California Governor’s Office of Emergency Services requesting that the Director find it acceptable in accordance with State Law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in the City of Clearlake; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

DATED: February 9, 2024



Alan D. Flora
Director of Emergency Services

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Continuation of Director of Emergency Services/City Manager Proclamation Declaring a Local Emergency for The Boyles Fire	
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

On September 8, 2024, the Director of Emergency Services/City Manager issued a Proclamation of Local Emergency due to the Boyles Fire (attached), which was ratified by the City Council on September 12, 2024.

Pursuant to Section 2-11.6.a.6.a of the Clearlake Municipal Code, the Director is empowered to make and issue rules and regulation on matters reasonably related to the protection of life and property as affected by such emergency; provide, however such rules and regulations must be confirmed at the earliest practical time by the City Council. Thereafter, the emergency declaration must be continued by affirmation of the Council every 60 days.

Staff believes there is still a need to continue the local emergency order and it is in the best interests of the City to have the Council ratify and continue this order until the state of emergency can be lifted.

OPTIONS:

- 1. Continue to ratify order.

FISCAL IMPACT:

None Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake

- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

- Attachments:** 1) Proclamation Declaring a Local Emergency for The Boyles Fire



City of Clearlake

14050 Olympic Drive, Clearlake, California 95422
(707) 994-8201 Fax (707) 995-2653

PROCLAMATION BY THE CITY OF CLEARLAKE DIRECTOR OF EMERGENCY SERVICES DECLARING A LOCAL EMERGENCY FOR THE BOYLES FIRE

WHEREAS, City of Clearlake Municipal Code Section 2-11.6 empowers the Director of Emergency Services (City Manager) to proclaim the existence or threatened existence of a local emergency when the city is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, Government Code Section 8550 et seq., including Section 8558(c), authorize the City Manager to proclaim a local emergency when the City is threatened by conditions of disaster or extreme peril to the safety of persons and property within the City that are likely to be beyond the control of the services, personnel, equipment, and facilities of the City; and

WHEREAS, on September 8, 2024 the Boyles Fire was started near Boyles Avenue and 8th Avenue in Clearlake and quickly spread north quickly driven by high winds.; and

WHEREAS, after a fierce fire fight by various partners from throughout the region, and led by CalFire and the Lake County Fire Protection District, approximately 90 acres were scorched, approximately 30 homes were lost, Pacific Gas and Electric infrastructure was damaged, and significant private property damage occurred, of which the full extent is still unknown; and

WHEREAS, dozens of Clearlake families have lost their homes and property; and

WHEREAS, such recovery from such conditions is beyond the control of the services, personnel, equipment, and facilities of the City and require the combined forces of other political subdivisions to combat and clean up; and

WHEREAS, the mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future

reimbursement by the state and federal governments will be critical to successfully responding to the impacts of the Boyles Fire; and

WHEREAS, the City Manager, as the City's Director of Emergency Services, has the power to declare a local emergency as authorized by Government Code section 8630 and Clearlake Municipal Code section 2-11.6.

NOW, THEREFORE, IT IS PROCLAIMED AND ORDERED by the City Manager of the City of Clearlake as follows:

- A. A local emergency exists based on the existence of conditions of disaster or of extreme peril to the safety of persons and property, as detailed in the recitals set forth above.
- B. The area of the City which is endangered/imperiled within the footprint of the Boyles Fire and beyond.
- C. During the existence of this local emergency, the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law and by ordinances, resolutions, and orders of this City, including but not limited to the City of Clearlake Emergency Operations Plan.
- D. The City Council shall review and ratify this proclamation within seven (7) days as required by state law, and if ratified, shall continue to exist until the City Council proclaims the termination of this local emergency. The City Council shall review the need for continuing the local emergency as required by state law until it terminates the local emergency, and shall terminate the local emergency at the earliest possible date that conditions warrant.
- E. That a copy of this proclamation be forwarded to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State Law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in the City of Clearlake; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.

DATED: September 8, 2024



Alan D. Flora
Director of Emergency Services

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Authorization of Job Descriptions and Placement into Salary Schedule of the Deputy City Clerk/Human Resources Technician I/II Positions; Resolution No. 2024-49	MEETING DATE: November 7, 2024
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt the job descriptions for the Deputy City Clerk/Human Resources Technician I/II, set the salary ranges for the positions, and authorize the positions for the 2024-25 Fiscal Year budget.

BACKGROUND/DISCUSSION:

In 2022, the City Council authorized the creation of the Deputy City Clerk/Human Resources Technician position. Following a comprehensive review of departmental procedures and efficiency, staff has identified the need for a more structured career progression within this role.

Proposed Changes:

1. **Creation of Two Classifications:** The current position will be split into two distinct classifications:
 - o **Deputy City Clerk/Human Resources Technician I:** An entry-level position designed for candidates with limited experience.
 - o **Deputy City Clerk/Human Resources Technician II:** A higher-level position for experienced incumbents who have demonstrated proficiency in the role.
2. **Salary Ranges:**
 - o **Deputy City Clerk/Human Resources Technician I:** Maintain the current salary Range 34 (\$4,300.10 - \$5,226.79 monthly).
 - o **Deputy City Clerk/Human Resources Technician II:** Assign salary Range 45 (\$5,458.24 - \$6,634.53 monthly) to reflect the increased responsibilities and experience required.

Benefits:

- **Enhanced Recruitment:** A clearly defined career path with opportunities for advancement will attract a wider pool of qualified candidates.

- **Improved Retention:** Providing a clear path for professional growth will incentivize employees to remain with the City.
- **Increased Efficiency:** By aligning skills and responsibilities with appropriate classifications, the City can optimize employee performance and departmental efficiency.

Staff is currently finalizing negotiations with the relevant bargaining unit regarding the inclusion of these new classifications. Further details, including the proposed implementation timeline, will be provided at the upcoming City Council meeting.

This reclassification initiative represents a proactive approach to workforce management, promoting both employee satisfaction and operational effectiveness within the Administrative Services Department.

OPTIONS:

1. Move to adopt Resolution No. 2024-49
2. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to adopt Resolution No. 2024-49.

- Attachments:** 1) Job Description
 2) Resolution No. 2024-49

RESOLUTION NO. 2024-49

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
APPROVING JOB DESCRIPTION AND SALARY LEVELS FOR THE DEPUTY
CITY CLERK/HUMAN RESOURCES TECHNICIAN I/II POSITION**

WHEREAS, the City has a need for Deputy City Clerk/Human Resources Technician I/II position; and

WHEREAS, the Council has considered the job description and the salary ranges for these positions at a duly noticed public meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake that the job descriptions in Exhibit A attached hereto are hereby approved and the annual salary ranges are hereby set as follows:

Deputy City Clerk/Human Resources Technician I: Range 34, \$54,181.07 - \$62,721.52 annually

Deputy City Clerk/Human Resources Technician II: Range 45, \$68,773.88 - \$79,614.37 annually

PASSED AND ADOPTED on November 7, 2024 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Mayor, City of Clearlake

ATTEST:

City Clerk, City of Clearlake

**CITY OF CLEARLAKE
DEPUTY CITY CLERK/HR TECHNICIAN I/II**

DEFINITION

Performs a variety of responsible and complex administrative, technical, and clerical duties in support of the Administrative Services department. This position requires a high degree of confidentiality, organizational skills, and the ability to work independently. There are two levels within this classification:

Deputy City Clerk/HR Technician I: Performs a wide range of duties related to records management, human resources assistance, and general administrative support. This level requires a solid understanding of office procedures, basic human resources principles, and excellent communication skills.

Deputy City Clerk/HR Technician II: In addition to the duties of the Technician I level, this level performs more complex and specialized tasks, including risk management support, and assuming the responsibilities of the City Clerk in their absence. This level requires advanced technical skills, a comprehensive understanding of human resources regulations and practices, and the ability to exercise independent judgment and decision-making.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

These examples are not all-inclusive and may vary depending on the assigned level.

Both Levels:

Records Management: Maintains accurate records and files, ensuring proper documentation and organization.

Human Resources Assistance: Assists with various HR functions, such as recruitment, onboarding, employee relations, worker’s compensation claims, and benefits administration.

Customer Service: Provides excellent customer service to internal and external stakeholders, responding to inquiries, providing information, and resolving issues. Processes the Universal Waste Service Exemption forms, including receipt from property owners, tracking exemptions, and correspondence with applicants and property owners.

Administrative Support: Performs general administrative tasks, including preparing correspondence, scheduling meetings, and managing calendars.

Technology Proficiency: Utilizes computer software and technology effectively to perform duties, including word processing, spreadsheets, databases, and HR systems.

Technician II - Additional Duties:

Risk Management: Assists with risk management activities, such as claims processing, safety programs, and insurance administration.

City Clerk Duties: Assumes the responsibilities of the City Clerk in their absence, including managing elections, preparing agendas, and recording minutes.

City Facility/Parks Rentals: Provides coordination and service support in the use and operations of facilities and/or coordination of events; serves as a liaison with recreational/sports organizations and other clients in facilitating events and activities.

Reviews facility and event resources and scheduling; monitors staffing and other material needs; coordinates, facilitates and ensures facility, event, and equipment readiness.

Assists in administering contracts; reviews facility/service rental contracts and agreements, reviews special conditions and insurance requirements; ensures receipt of required documents; oversees event setup and breakdown; and ensures effective concession operations.

Monitors facility and equipment use ensuring that policies and procedures are adhered to.

Provides customer service support and responds to inquiries and requests for information.

Monitors supplies and equipment inventory; reviews material needs and places orders based on planned events.

Maintains files, records and required documentation.

Manage records and information in any format, in accordance with applicable statutes, regulations and City policy, guidance and records retention schedule.

Supervisory Responsibilities: May provide guidance and training to lower-level staff.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Both Levels:

Principles and practices of office administration, records management, and customer service.

Basic human resources principles and practices.

English usage, grammar, spelling, and punctuation.

Modern office methods, procedures, and equipment, including computer software and hardware.

Technician II:

Advanced principles and practices of human resources management, including recruitment, classification, compensation, and benefits.

Contract administration principles

Project management principles

Risk management principles and practices.

Municipal government operations and procedures.

Applicable laws, codes, and regulations related to human resources and risk management.

Skill to:

Both Levels:

Operate modern office equipment, including computers and various software applications.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with others.

Organize and prioritize work effectively.

Maintain confidentiality.

Technician II:

Analyze and interpret data and information.

Prepare clear and concise reports and presentations.

Exercise sound judgment and decision-making.

Coordinate facility and/or event services.

Monitor events, facilities and equipment and ensuring safe operations.

Review contractual agreements.

Assist with contract administration.

Monitor supplies inventory.

Assess staffing and resource needs.

Maintain records and documentation.

Lead and supervise others.

Ability to:

Both Levels:

Learn and apply new information and skills quickly.

Work independently and as part of a team.

Adapt to changing priorities and deadlines.

Maintain a professional demeanor.

Identify issues and provide solutions.

Provide positive and effective customer service.

Technician II:

Solve problems and make decisions independently.

Manage multiple tasks and projects simultaneously.

Communicate effectively with diverse audiences.

Think critically and strategically.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Technician I:

Experience: Two years of increasingly responsible clerical and administrative experience, preferably in a human resources or public sector environment.

Education: High school diploma or equivalent. Associate's degree in business administration or a related field is desirable.

Technician II:

Experience: Four years of increasingly responsible experience in human resources or a related field, including experience in risk management.

Education: Bachelor's degree in human resources management, public administration, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Certification of a California Notary Public required within six months of appointment and renewal of certification required.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with ability to travel to different sites and some exposure to outdoors.

Physical Demands:

Sitting, standing, walking, some stooping and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs., such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level.

Working Conditions:

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors and noise. Many hours of reviewing files, policies and other documents. The job is primarily inside with occasional visits to other job sites, including climbing stairs. Use of a computer and other office equipment. Working alone, working around or with others. Attendance of night meetings and/or night emergency calls and travel throughout the State for trainings may be required.

Effective Date:

Resolution No.



STAFF REPORT	
SUBJECT: Authorization of Chief of Crime Reduction and Innovation Job Classification and Placement into the FY 2024/2025 Salary Schedule; Resolution No. 2024-51	MEETING DATE: November 7, 2024
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt Resolution No. 2024-51, authorize the City Manager to make edits based on CalPERS determination of the placement of the position into the “safety” retirement classification, and to negotiate a contract based on qualifications.

BACKGROUND/DISCUSSION:

Like many cities across the country, the City of Clearlake faces ongoing challenges related to crime and quality of life issues. To actively address these challenges and implement pioneering solutions, staff proposes the creation of a Chief of Crime Reduction and Innovation position. This position will lead a newly formed Crime Reduction Department, report directly to the City Manager, and be included in the Management Benefit Plan.

Benefits of the Position:

- **Centralized Leadership:** The Chief will provide dedicated leadership and oversight to various City functions, including special enforcement and community engagement initiatives. This centralized approach will improve coordination, efficiency, and effectiveness in proactively addressing crime and related concerns.
- **Proactive Crime Reduction:** The Chief will be responsible for developing and implementing hands-on strategies to reduce crime, enhance community safety, and improve the quality of life for residents. This includes fostering community partnerships, implementing advanced crime prevention programs, and utilizing data-driven approaches to address crime trends.
- **Enhanced Community Engagement:** The Chief will prioritize community engagement and collaboration, working closely with residents, businesses, and community organizations to identify

concerns, develop solutions, and build trust. This will foster a sense of shared responsibility and community-wide participation in crime reduction efforts.

- **Streamlined Service Delivery:** By consolidating related functions under the Crime Reduction Department, the City can streamline service delivery, improve responsiveness to community needs, and reduce bureaucratic inefficiencies.
- **Grant Funding Opportunities:** The Chief will have the expertise to identify and pursue grant funding opportunities to support crime reduction initiatives, potentially leveraging external resources to enhance the City's efforts.
- **Support for City Council:** The Chief will provide valuable support to the City Council by developing and presenting policy recommendations, conducting research and analysis, and serving as a subject matter expert on crime reduction and community safety.

Job Description:

The attached job description details the responsibilities, qualifications, and requirements of the Chief of Crime Reduction and Innovation position. Key duties include:

- Leading and managing the Crime Reduction Department.
- Developing and implementing crime reduction strategies and programs.
- Collaborating with other City departments, outside agencies, and community organizations.
- Serving as Acting City Manager as assigned.

The establishment of a Chief of Crime Reduction and Innovation position is a critical step towards creating a safer and more vibrant Clearlake. This position will provide dedicated leadership, enhance community engagement, and promote innovative solutions to address crime and improve the quality of life for all residents.

The job description is under final review by CalPERS for verification the job qualifies as a "safety" position. Staff are asking for the authority to make minor modifications to the job description, if required by CalPERS, to ensure the position qualifies as a safety position.

OPTIONS:

1. Move to adopt resolution, authorize the City Manager to make edits based on CalPERS determination, and to negotiate a contract based on qualifications.
2. Other direction.

FISCAL IMPACT:

None \$TBD Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$TBD

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments: This position will be placed in the salary schedule according to the contract negotiation. It is anticipated that the salary will be based on the Assistant City Manager and/or the Chief of Police classifications.

STRATEGIC PLAN IMPACT:

Goal #1: Make Clearlake a Visibly Cleaner City

- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to adopt resolution, authorize the City Manager to make edits based on CalPERS determination, and to negotiate a contract based on qualifications.

- Attachments:**
 - 1) Chief of Crime Reduction and Innovation Job Classification
 - 2) Resolution No. 2024-51

CHIEF OF CRIME REDUCTION AND INNOVATION

DEFINITION

Plans, directs, manages and oversees the Crime Reduction Department activities and operations of the City of Clearlake. Facilitates the development and implementation of City goals and objectives while providing highly complex administrative support to the City Council. Serves as Acting City Manager as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over professional, management, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

Lead the Crime Reduction Department. Model professional behaviors, desirable work habits and superior skills.

Develop and implement Crime Reduction Departmental goals, objectives, policies and priorities; develop strategies to build a sustainable organization and meet City strategic objectives.

Oversee the administration of the City's contracts for (or interests in) services such as Animal Control, and other related County and State services.

Direct oversight of City certain special safety and nonsworn divisions.

Enforces and administers the provisions, laws, and ordinances governing the City.

Assist and participate in the development and implementation of City-wide goals, objectives, policies, and priorities.

Coordinate and participate in the preparation of the annual City operating and capital improvement budgets and in budget control activities.

Serve as liaison for the City in governmental relations.

Assume full management responsibility for all Crime Reduction Department programs, facilities, services and activities, including maintenance of law and order, protection of life and property, and crime reduction,.

Serve as acting City Manager as assigned.

Select, train, motivate and direct Crime Reduction Department personnel; evaluate and review work for acceptability and conformance with Crime Reduction Department and City standards; coach, counsel and implement progressive discipline and termination procedures; respond to staff questions and concerns.

Develop and implement community engagement strategies; develop and evaluate the effectiveness of community engagement goals, objectives, policies, programs and procedures; develop programs and projects utilizing extensive community participation.

Coordinate Crime Reduction Department activities with those of other departments and outside agencies and organizations; maintain and facilitate public relations and cooperative working relationships with news media, schools, local organizations and the general public; attend and speak at various community functions and meetings; respond to citizen complaints and requests for information; prepare press releases and confers with the media in matters related to assigned activities.

Present recommendations to the City Council, City Manager, city departments, governmental organizations and professional associations; attend professional meetings and conferences and advise City representatives on significant trends and developments.

Represent the City before the City Council, community, outside agencies, and at professional meetings as required.

Administer application and complaint procedures for residents, property owners, realtors and others seeking services regarding property maintenance, code compliance and related areas; respond to appeals and facilitate complaint and dispute resolution consistent with applicable standards and guidelines.

Administer the writing of grant applications in accordance with funding regulations and City policies; monitor and evaluate projects to ensure compliance with grant restrictions.

Develop and implement methods for Crime Reduction activities including addressing neighborhood crime, blight, vandalism and nuisance abatement.

Oversee security at City facilities.

Manage intricate and sensitive public inquiries and complaints, providing assistance in resolving issues and offering alternative recommendations when suitable.

Explain, justify and defend City programs, policies and activities; negotiate and resolve sensitive and controversial issues.

Conduct staff meetings, considers proposals to initiate changes and implements new programs as directed or agreed.

Respond to environmental, community and public issues that impact the Crime Reduction Department.

OTHER JOB-RELATED DUTIES

As necessary, serve as patrol officer or shift supervisor when workforce is limited; back up officers as necessary.

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern principles, practices and techniques of Crime Reduction administration, organization and operation, and their applicability of specific situations.

Technical and administrative phases of crime prevention, juvenile delinquency prevention, law enforcement, traffic enforcement, and related functions, including investigation and identification.

Principles of management, supervision, training, and employee development.

Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

Applicable federal, state, county, and City codes.

Laws, ordinances, regulations, and recent court decisions affecting the work of the department.

Extensive knowledge of administrative principles and practices, including goal setting, program development, implementation, evaluation and staff supervision, either directly or through subordinate levels of supervision.

Public agency budgets, contract administration, administrative practices and general principles of risk management related to the functions of the assigned areas.

Principles and practices of crime prevention methods and education.

Pertinent codes, rules and procedures related to law enforcement, parking enforcement, code enforcement and administrative citations.

Basic principles and practices of governmental operations.

Law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Recent court decisions and how they affect Crime Reduction Department and division operations.

Use of firearms and other modern police equipment.

Research and reporting methods, techniques and procedures.

English usage, spelling and grammar and punctuation.

Modern office methods, procedures, and equipment including computer software and hardware.

Principles and procedures of record keeping.

Principles and techniques used in public relations.

Principles of report and business letter writing.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Plan, direct and coordinate the work of the Crime Reduction Department.

Prepare and administer a Crime Reduction Department budget.

Communicate clearly and concisely, orally and in writing.

Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws and regulations.

Develop and implement and administer goals, objectives, and procedures for providing effective and efficient law enforcement services.

Work effectively with neighborhood groups, property owners, community service organizations, other public agencies and the public.

Identify and analyze community development needs and interests; develop and implement programs to meet community and departmental concerns.

Build strong interpersonal relations in the community.

Represent the City's interests with various boards, committees, commissions, outside agencies and the public.

Manage, supervise, train and evaluate assigned staff.

Analyze unusual situations and resolve them through application, management, principles and practices.

Develop comprehensive plans to meet future City needs/services.

Act quickly and calmly in emergencies.

Deal constructively with conflict and develop effective resolutions.

Develop new policies impacting division operations/procedures.

Attend meetings and events on evenings and/or weekends.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of broad and extensive experience in municipal police work, including three years in a supervisory and administrative capacity.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in police science, public, or business administration or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of a P.O.S.T. Executive Certificate.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Physical Demands:

Sitting, standing, walking, stooping and bending; some exposure to cold, heat, noise, outdoors, dust, mechanical hazards, and explosive materials. Ability to work in an office environment. Must also be able to lift 25 pounds.

Working Conditions:

Typical office environment, subject to standard office noise and conditions. Regularly requires work outside regular business hours, including weekends. Availability for shift work, on-call, and stand-by call. Occasional travel is required.

Effective Date:

Resolution No.

RESOLUTION NO. 2024-51

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
APPROVING JOB DESCRIPTION FOR THE CHIEF OF CRIME REDUCTION
AND INNOVATION POSITION AND PLACEMENT INTO THE FY 2024/2025
SALARY SCHEDULE**

WHEREAS, the City has a need for Chief of Crime Reduction and Innovation position;
and

WHEREAS, the Council has considered the job description for this position at a duly
noticed public meeting and given authorization to the City Manager to negotiate a contract
with a qualified applicant and place the negotiated salary into the FY 2024/2025 salary
schedule.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake
that the job description in Exhibit A attached hereto is hereby approved.

PASSED AND ADOPTED on November 7, 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor, City of Clearlake

ATTEST:

City Clerk, City of Clearlake

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Adoption of the 2nd Amendment to the FY 2024-25 Budget (Resolution 2024-30) Adjusting Appropriations and Revenues, Resolution No. 2024-52	MEETING DATE: November 7, 2024
SUBMITTED BY: Ryan Peterson, Police Lieutenant	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt the 2nd Amendment to the FY 2024-25 budget to approve appropriations and revenue adjustments.

BACKGROUND/DISCUSSION:

Staff has identified essential adjustments to appropriations and revenue allocations for the fiscal year 2024-25 budget, specifically regarding the Community Development Block Grant (CDBG) for Code Enforcement. The bulk of the City’s code enforcement activities are funded by CDBG grant funds. The most recent grant, from the CDBG-MIT-PPS program, provides \$1.5 million in funds over the next three years. Now that the code enforcement department is again fully staffed, it was determined that some budget adjustments are necessary to ensure all CDBG-funded activities are adequately supported to meet program objectives and compliance requirements. Importantly, these funds are sourced directly from the CDBG grant itself and do not impact the City’s General Fund.

OPTIONS:

1. Move to adopt Resolution No. 2024-52
2. Provide direction to staff.

FISCAL IMPACT:

None \$39,675 Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$39,675 (See attached).

Affected fund(s): General Fund Measure P Fund Measure V Fund Other: Fund 371 – CDBG 2017 MIT Grant.

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

1. Adopt Resolution 2024-52: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE ADOPTING THE 2nd AMENDMENT TO THE FY 2024-25 BUDGET (RESOLUTION NO. 2024-30)

- Attachments:**
 - 1) Resolution No. 2024-52
 - 2) Exhibit A – requested appropriations and revenue adjustments.

RESOLUTION NO. 2024-52

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
ADOPTING THE 2ND AMENDMENT TO THE FY 2024-25 BUDGET (RESOLUTION NO. 2024-30)**

WHEREAS, the City Council desires to adjust the FY 2024-25 budget, based on identified need to appropriate funds for the police department for this fiscal year.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Clearlake:

Section 1. The FY 2024-25 Budget, adopted via Resolution 2024-30, is amended as shown in the attached Exhibit A, incorporated herein by reference.

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of Lake, State of California, on this 7th day of November 2024, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST: _____

City Clerk	Mayor
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EXHIBIT A

Appropriation Adjustments

Fund	Fund Name	Department	Account	Description	Approved		FY 24-25 Amended Budget
					Budget as of 7/1/24	Adjustment Requested	
371	CDBG - Code Enf.	Code Enforcement	371-2045-500-101	Salaries (FT)	224,756	8,213	232,969
371	CDBG - Code Enf.	Code Enforcement	371-2045-500-106	Overtime	10,000	10,000	20,000
371	CDBG - Code Enf.	Code Enforcement	371-2045-500-109	Health & Life Insurance	82,894	(6,185)	76,709
371	CDBG - Code Enf.	Code Enforcement	371-2045-500-110	SDI	2,801	(5)	2,796
371	CDBG - Code Enf.	Code Enforcement	371-2045-500-112	Vacation Reserve	8,645	315	8,960
371	CDBG - Code Enf.	Code Enforcement	371-2045-500-115	PERS Contribution	34,725	(16,390)	18,335
371	CDBG - Code Enf.	Code Enforcement	371-2045-500-116	Worker's Comp Ins.	11,284	25	11,309
371	CDBG - Code Enf.	Code Enforcement	371-2045-500-117	Unemployment Ins.	-	2,330	2,330
371	CDBG - Code Enf.	Code Enforcement	371-2045-500-119	Medicare	3,385	(7)	3,378
371	CDBG - Code Enf.	Code Enforcement	371-2045-600-226	Small Tools	1,300	250	1,550
371	CDBG - Code Enf.	Code Enforcement	371-2045-600-231	Vehicle Maintenance	2,250	2,750	5,000
371	CDBG - Code Enf.	Code Enforcement	371-2045-600-235	Supplies	7,221	1,779	9,000
371	CDBG - Code Enf.	Code Enforcement	371-2045-600-236	Postage	12,000	3,000	15,000
371	CDBG - Code Enf.	Code Enforcement	371-2045-600-237	Uniforms	5,000	(3,000)	2,000
371	CDBG - Code Enf.	Code Enforcement	371-2045-600-333	Advertising	3,400	1,600	5,000
371	CDBG - Code Enf.	Code Enforcement	371-2045-700-455	Recruitment Expenses	-	5,000	5,000
371	CDBG - Code Enf.	Code Enforcement	371-2045-800-681	Equipment & Software	-	15,000	15,000
371	CDBG - Code Enf.	Code Enforcement	371-2045-800-884	Equipment/Vehicle Lease	12,000	15,000	27,000
					421,661	39,675	461,336

Revenue Adjustment

Fund	Fund Name	Revenue Category	Account	Description	Approved		FY 24-25 Amended Budget
					Budget as of 7/1/24	Adjustment Requested	
371	CDBG - Code Enf.	Code Enforcement	371-410-870	Grant Revenue	500,000	39,675	539,675

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Presentation and Acceptance of the Annual Financial Report and Single Audit Report for Fiscal Year 2022-23; Resolution No. 2024-44	MEETING DATE: November 7, 2024
SUBMITTED BY: Matt Pressey, Finance Department Consultant	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt the Resolution No. 2024-44 to accept the FY 22-23 Audit and Single Audit.

BACKGROUND/DISCUSSION:

Each year the city hires an independent audit firm to complete an audit of the city’s books and records. For the fiscal year 2022-23, the city engaged auditing firm, Van Lant & Fankhanel, LLP, to complete the audit. The audit is complete and attached. Also, the City was required to have a Single Audit completed for FY 22-23, as the City’s Schedule of Expenditure of Federal Awards was \$2.4 million dollars for the year – well above the Single Audit requirement threshold of \$750,000.

It should be noted this audit was delayed for a variety of reasons including changeover of personnel in the Finance Department, and carryover issues from prior fiscal years. It also should be noted that there is one finding of deficiency in internal controls regarding the timeliness of accounting records for FY 22-23.

Staff recommends adopting Resolution No. 2024-44 to accept the Annual Financial Report and Single Audit Report for FY 22-23.

OPTIONS:

- 1. Move to adopt Resolution No. 2024-44
- 2. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No
 Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Section H, Item 15.

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to adopt Resolution 2024-44 to accept the FY 22-23 Audit and Single Audit.

- Attachments:**
 - 1) Resolution 2024-44
 - 2) Audit Conclusion Communication Letter
 - 3) Financial Statements
 - 4) Single Audit Report
 - 5) Corrective Action Plan
 - 6) Agreed Upon Procedures Report - City's Gann Limit calculations

RESOLUTION NO. 2024-44
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE ACCEPTING THE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR 2022-23

WHEREAS, each year the City hires an independent audit firm to complete an audit of the City’s books and records; and

WHEREAS, the City’s citizens and others rely on the audited financial statements, and other related information published by the City to monitor the City’s financial health; and

WHEREAS, the Auditor has prepared an Annual Financial Report and a Single Audit Report, which includes the Basic Financial Statements as defined in Governmental Accounting Standards, as well as Supplemental Information, along with a report on internal controls, Corrective Actions and compliance identifying any significant deficiencies, material weaknesses and/or any other suggestions they feel might be of benefit to the city; and

WHEREAS, the Auditor was engaged to perform agreed upon procedures to verify the City’s Gann Limit calculations and has issued a related report thereto; and

WHEREAS, the reports prepared by the Auditor are attached.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake accepts the Annual Financial Report for the Fiscal Year 2022-23, incorporated by reference as Attachments 2-6.

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of Lake, State of California, on this 7th day of November 2024, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

David Claffey
Mayor

ATTEST: _____
Melissa Swanson
City Clerk

September 24, 2024

City Council
City of Clearlake
Clearlake, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Clearlake (City) for the year ended June 30, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 17, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City’s financial statements were:

Management’s estimate of the fair value of investments is based on information provided by financial institutions. We evaluated the key factors and assumptions used to develop the fair value of investments in determining that it is reasonable in relation to the financial statements as a whole.

Management’s estimate of capital assets depreciation is based on historical estimates of each capitalized item’s useful life. We evaluated the key factors and assumptions used to develop the estimated useful lives in determining that they are reasonable in relation to the financial statements as a whole.

Management’s estimates for the net pension liability is based on actuarial information provided by the California Public Employee Retirement System’s (CalPERS) actuarial office. We evaluated the key factors and assumptions to develop the liability in determining that the estimated liability are reasonable in relation to the financial statements as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of the fair value of investments in Note 2 to the financial statements represents amounts susceptible to market fluctuation.

The disclosure of accumulated depreciation in Note 5 to the financial statements is based on estimated useful lives which could differ from actual useful lives of each capitalized item.

The disclosures for the net pension liability in Note 7 to the financial statements is based on assumptions for discount rates, etc., which could differ from actual experience. The notes disclose the differences in these liabilities if different assumptions are used in estimating these liabilities.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit, other than delays in completing the audit due to the significant general ledger accounting and reconciliations needed.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The following material misstatements detected as a result of audit procedures were corrected by management:

- 1) Adjustments were made to grants receivable at year-end.
- 2) Adjustments were made to accounts payable at year-end.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor’s report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated September 24, 2024.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the City’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Findings and Recommendations:

In addition to our audit opinion on the financial statements, we issued our “Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*” dated September 24, 2024, in which we identified a material weakness in internal controls.

Other Matters

We applied certain limited procedures to the required supplementary information, as listed in the City’s financial statements, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (e.g., budgetary schedules, combining statements, individual fund statements), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the City Council and management of the City of Clearlake and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Van Lant & Fankhaed, LLP

CITY OF CLEARLAKE, CALIFORNIA
ANNUAL FINANCIAL REPORT
Year Ended June 30, 2023

Prepared by
Administrative Services Department

City of Clearlake
Annual Financial Report
Year Ended June 30, 2023

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City of Clearlake
Annual Financial Report
Year Ended June 30, 2023

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FINANCIAL SECTION

Independent Auditor's Report

The Honorable City Council
City of Clearlake, California
Clearlake, California

Report on the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Clearlake (City), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Clearlake, as of June 30, 2023, and the respective changes in financial position, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor’s Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Management has omitted management’s discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a required part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City’s basic financial statements. The accompanying combining statements, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements, as listed in the table of contents, are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 24, 2024, on our consideration of the City of Clearlake’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.



September 24, 2024

BASIC FINANCIAL STATEMENTS

City of Clearlake
Statement of Net Position
 June 30, 2023

	Governmental Activities
ASSETS	
Cash and Investments	\$ 27,070,684
Receivables:	
Accounts	345,914
Interest	178,072
Taxes	2,403,538
Notes	7,470,529
Grants	1,778,799
Capital Assets:	
Land and Land Improvements	10,459,622
Construction in Progress	12,741,485
Other Capital Assets, Net	20,883,555
Total Assets	83,332,198
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Pension Related Items	4,174,327
LIABILITIES	
Accounts Payable	1,359,711
Accrued Payroll Liabilities	269,978
Deposits	14,983
Noncurrent Liabilities:	
Due Within One Year	1,346,741
Due in More Than One Year	22,296,217
Total Liabilities	25,287,630
DEFERRED INFLOWS OF RESOURCES	
Deferred Pension Related Items	602,379
NET POSITION	
Net Investment in Capital Assets	42,999,055
Restricted for:	
PEG	302,994
Housing	6,776,358
Public Safety	1,933,378
Streets and Highways	13,942,024
Capital Projects	2,522,708
Unrestricted	(6,860,001)
Total Net Position	\$ 61,616,516

City of Clearlake
Statement of Activities
 Year Ended June 30, 2023

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Change in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities:					
General Government	\$ 2,061,064	\$ 619,995	\$ -	\$ -	\$ (1,441,069)
Public Safety	6,254,994	145,649	346,319	3,200	(5,759,826)
Public Works	4,687,087	466,221	-	2,917,681	(1,303,185)
Housing	500,539	140,660	345,669	4,675,877	4,661,667
Parks and Recreation	1,920,771	83,768	-	-	(1,837,003)
Interest and Fiscal Charges	487,434	-	-	-	(487,434)
Total Governmental Activities	15,911,889	1,456,293	691,988	7,596,758	(6,166,850)
General Revenues:					
Taxes:					
Sales and Use Taxes					3,567,210
Property Taxes					2,711,725
Franchise Fees					908,014
Transient Occupance Tax					390,443
Business Licenses					72,932
Investment Income					252,854
Miscellaneous Revenues					576,363
Total General Revenues and Transfers					8,479,541
Change in Net Position					2,312,691
Net Position - Beginning of Year					58,912,495
Restatement of Net Position					391,330
Net Position - End of Year					\$ 61,616,516

The accompanying notes are an integral part of this statement.

**City of Clearlake
Balance Sheet
Governmental Funds
June 30, 2023**

		Special Revenue	Capital Projects	
	General Fund	Housing Loans	CDBG Projects	Roads Measure V
ASSETS				
Cash and Investments	\$ 8,588,527	\$ 427,708	\$ -	\$ 13,319,477
Receivables:				
Accounts	320,281	-	-	-
Interest	34,581	2,871	-	111,454
Taxes	1,572,012	-	-	486,500
Grants	-	113,323	266,724	-
Notes	-	5,254,592	-	-
Due from Other Funds	717,160	-	-	-
Total Assets	<u>\$ 11,232,561</u>	<u>\$ 5,798,494</u>	<u>\$ 266,724</u>	<u>\$ 13,917,431</u>
LIABILITIES				
Accounts Payable	\$ 475,997	\$ -	\$ 49,035	\$ 82,269
Accrued Payroll Liabilities	185,170	-	51,145	10,281
Deposits	14,983	-	-	-
Due to Other Funds	-	113,323	229,081	-
Total Liabilities	<u>676,150</u>	<u>113,323</u>	<u>329,261</u>	<u>92,550</u>
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenues - Grants Receivable	-	113,323	226,685	-
Total Deferred Inflows of Resources	<u>-</u>	<u>113,323</u>	<u>226,685</u>	<u>-</u>
FUND BALANCES (DEFICITS)				
Nonspendable	-	-	-	-
Restricted	-	5,571,848	-	13,824,881
Unassigned	10,556,411	-	(289,222)	-
Total Fund Balances (Deficits)	<u>10,556,411</u>	<u>5,571,848</u>	<u>(289,222)</u>	<u>13,824,881</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances (Deficits)	<u>\$ 11,232,561</u>	<u>\$ 5,798,494</u>	<u>\$ 266,724</u>	<u>\$ 13,917,431</u>

The accompanying notes are an integral part of this statement.

Capital Projects	Total Nonmajor Governmental Funds	Totals
Grants	Funds	Totals
\$ 8,638	\$ 4,509,240	\$ 26,853,590
-	25,633	345,914
-	29,166	178,072
-	345,026	2,403,538
1,333,752	65,000	1,778,799
-	2,215,937	7,470,529
-	-	717,160
\$ 1,342,390	\$ 7,190,002	\$ 39,747,602
\$ 719,497	\$ 28,385	\$ 1,355,183
-	23,382	269,978
-	-	14,983
264,220	110,536	717,160
983,717	162,303	2,357,304
908,829	65,000	1,313,837
908,829	65,000	1,313,837
-	-	-
-	7,073,235	26,469,964
(550,156)	(110,536)	9,606,497
(550,156)	6,962,699	36,076,461
\$ 1,342,390	\$ 7,190,002	\$ 39,747,602

The accompanying notes are an integral part of this statement.

City of Clearlake
Reconciliation of the Balance Sheet of Governmental Funds
to the Statement of Net Position
June 30, 2023

Fund Balances of Governmental Funds \$ 36,076,461

Amounts reported for Governmental Activities in the Statement of Net Position are different because:

Capital assets used in governmental activities are not financial resources and therefore, are not reported in the funds.

Land and Land Improvements	\$ 10,459,622	
Construction in Progress	12,741,485	
Buildings and Improvements	3,389,222	
Vehicles and Equipment	4,888,541	
Infrastructure	24,035,948	
Less: Accumulated Depreciation	<u>(11,430,156)</u>	44,084,662

In governmental funds, other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds. 1,313,837

Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds.

Compensated Absences	(255,483)	
Net Pension Liability	(8,855,260)	
Claims Payable	(69,318)	
2022 Installment Sale Agreement	(13,708,499)	
Energy Efficiency Loan Payable	(584,977)	
Lease Payable	(169,421)	

Amounts for deferred inflows and deferred outflows related to the City's Net Pension Liability are not reported in the funds.

Deferred Outflows Related to Pensions	4,174,327	
Deferred Inflows Related to Pensions	(602,379)	

Internal service funds are used by management to charge the costs of insurance to individual funds. The assets and liabilities of the internal service funds must be added to the statement of net position. 212,566

Net Position of Governmental Activities \$ 61,616,516

The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2023

		Special Revenue	Capital Projects	
	General Fund	Housing Loans	CDBG Projects	Roads Measure V
REVENUES				
Taxes and Assessments	\$ 6,351,023	\$ -	\$ -	\$ 2,611,140
Fines and Forfeitures	54,482	-	-	-
Licenses and Permits	309	-	-	-
Use of Money and Property	224,820	57,700	-	(26,433)
Intergovernmental	278,166	1,751,295	40,039	477,986
Charges for Services	856,622	-	-	-
Other Revenues	561,682	-	-	-
Total Revenues	<u>8,327,104</u>	<u>1,808,995</u>	<u>40,039</u>	<u>3,062,693</u>
EXPENDITURES				
Current:				
General Government	2,134,494	-	-	-
Public Safety	4,483,430	-	-	-
Public Works and Streets	582,382	-	-	755,035
Housing	429,156	1,832,057	329,261	-
Parks and Recreation	483,739	-	-	-
Capital Outlay	83,537	-	-	645,123
Debt Service:				
Principal	296,047	-	-	1,046,501
Interest	46,115	-	-	441,319
Total Expenditures	<u>8,538,900</u>	<u>1,832,057</u>	<u>329,261</u>	<u>2,887,978</u>
Excess (Deficiency) of Revenues Over Expenditures	<u>(211,796)</u>	<u>(23,062)</u>	<u>(289,222)</u>	<u>174,715</u>
OTHER FINANCING SOURCES (USES)				
Transfers In	240,708	-	-	-
Transfers Out	<u>(3,078,977)</u>	<u>(1,265,119)</u>	<u>-</u>	<u>(1,431,163)</u>
Total Other Financing Sources (Uses)	<u>(2,838,269)</u>	<u>(1,265,119)</u>	<u>-</u>	<u>(1,431,163)</u>
Net Change in Fund Balances	(3,050,065)	(1,288,181)	(289,222)	(1,256,448)
Fund Balances, Beginning	<u>13,606,476</u>	<u>6,860,029</u>	<u>-</u>	<u>15,081,329</u>
Fund Balances, Ending	<u>\$ 10,556,411</u>	<u>\$ 5,571,848</u>	<u>\$ (289,222)</u>	<u>\$ 13,824,881</u>

The accompanying notes are an integral part of this statement.

<u>Capital Projects</u>	<u>Total Nonmajor Governmental Funds</u>	<u>Totals</u>
Grants		
\$ -	\$ 2,096,321	\$ 11,058,484
-	-	54,482
-	-	309
-	76,676	332,763
3,908,287	612,349	7,068,122
-	360,786	1,217,408
-	25	561,707
<u>3,908,287</u>	<u>3,146,157</u>	<u>20,293,275</u>
-	5,000	2,139,494
-	1,721,150	6,204,580
-	583,354	1,920,771
228,338	40,616	2,859,428
-	16,800	500,539
5,692,521	263,015	6,684,196
-	-	1,342,548
-	-	487,434
<u>5,920,859</u>	<u>2,629,935</u>	<u>22,138,990</u>
<u>(2,012,572)</u>	<u>516,222</u>	<u>(234,858)</u>
4,510,140	1,265,119	6,015,967
-	(240,708)	(6,015,967)
<u>4,510,140</u>	<u>1,024,411</u>	<u>-</u>
2,497,568	1,540,633	(1,845,715)
<u>(3,047,724)</u>	<u>5,422,066</u>	<u>37,922,176</u>
<u>\$ (550,156)</u>	<u>\$ 6,962,699</u>	<u>\$ 36,076,461</u>

The accompanying notes are an integral part of this statement.

City of Clearlake
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances
of Governmental Funds to the Statement of Activities
Year Ended June 30, 2023

Net Change in Fund Balances - Total Governmental Funds \$ (1,845,715)

Amounts reported for Governmental Activities in the Statement of Activities are different because:

Governmental funds report capital outlay as an expenditures. However, in the statement of activities, the costs of those assets is allocated over their estimated useful lives as depreciation expense.

Capital Expenditures	5,664,509
Depreciation Expense	(1,215,738)

Certain receivables are offset by unavailable revenue in the governmental funds because they are not available to pay for current period expenditures. This amount represents the amount by which prior year unavaible revenue exceeded current year unavailable revenue. (2,068,695)

The issuance of long-term debt (e.g., loans, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums and discounts when debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities

Net Pension Liability	(4,628,080)
Claims Payable	104,717
Compensated Absences	(28,245)
2022 Installment Sale Agreement	1,046,501
Energy Efficiency Loan	47,590
Payments on Leases	248,457

Amounts for deferred inflows and deferred outflows related to the City's net pension and total OPEB liabilities are not reported in the funds. This is the net change in deferred inflows and outflows related to the net pension and total OPEB liabilities.

Deferred Outflows Related to Pensions	2,341,052
Deferred Inflows Related to Pensions	2,611,935

Internal service funds are used by management to charge the costs of insurance to individual funds. The net revenue (expense) of the internal service is reported with governmental activities.

34,403

Change in Net Position of Governmental Activities \$ 2,312,691

The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Net Position
Proprietary Fund
June 30, 2023

	Governmental Activities - Internal Service Fund
ASSETS	
Current:	
Cash and Investments	\$ 217,094
Interest Receivable	-
	<hr/>
Total Current Assets	217,094
	<hr/>
LIABILITIES	
Current:	
Accounts Payable	4,528
	<hr/>
Total Current Liabilities	4,528
	<hr/>
NET POSITION	
Unrestricted	212,566
	<hr/>
Total Net Position	\$ 212,566
	<hr/> <hr/>

The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Revenues, Expenses, and Changes in Net Position
Proprietary Fund
Year Ended June 30, 2023

	Governmental Activities - Internal Service Fund
OPERATING REVENUES	
Charges for Services	\$ 49,871
Total Operating Revenues	<u>49,871</u>
OPERATING EXPENSES	
Insurance	<u>15,328</u>
Total Operating Expenses	<u>15,328</u>
Operating Income (Loss)	<u>34,543</u>
NON-OPERATING REVENUES (EXPENSES)	
Investment Earnings	<u>(140)</u>
Total Non-Operating Revenues (Expenses)	<u>(140)</u>
Change in Net Position	34,403
Total Net Position, Beginning of Year	<u>178,163</u>
Total Net Position, End of Year	<u><u>\$ 212,566</u></u>

The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Cash Flows
Proprietary Fund
Year Ended June 30, 2023

	Governmental Activities - Internal Service Fund
Cash Flows from Operating Activities	
Cash Received from User Funds	\$ 49,871
Cash Paid to Suppliers for Goods and Services	<u>(10,800)</u>
Net Cash Provided (Used) By Operating Activities	<u>39,071</u>
Net Increase (Decrease) In Cash and Cash Equivalents	39,071
Cash and Cash Equivalents, Beginning of Year	<u>178,023</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 217,094</u></u>
Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities	
Operating Income (Loss)	\$ 34,543
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Increase (Decrease) In Accounts Payable	<u>4,528</u>
Net Cash Provided (Used) By Operating Activities	<u><u>\$ 39,071</u></u>

The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Fiduciary Net Position
Fiduciary Funds
 June 30, 2023

	LAFCO Custodial Fund	Successor Agency Private-purpose Trust Fund
ASSETS		
Cash and Investments	\$ 272,986	\$ 511,915
Restricted Cash and Investments	-	47
Deposits	-	10,000
Land Held for Resale	-	2,083,877
	<u>272,986</u>	<u>2,605,839</u>
Total Assets		
LIABILITIES		
Accounts Payable	11,694	-
Accrued Payroll Liabilities	-	1,962
Interest Payable	-	92,085
Long-Term Debt, Due within One Year	-	581,214
Long-Term Debt, Due in more Than One Year	-	9,564,566
	<u>11,694</u>	<u>10,239,827</u>
Total Liabilities		
NET POSITION		
Held in Trust for:		
Successor Agency	-	(7,633,988)
Other Organizations	261,292	
	<u>261,292</u>	<u>(7,633,988)</u>
Total Net Position	<u>\$ 261,292</u>	<u>\$ (7,633,988)</u>

The accompanying notes are an integral part of this statement.

City of Clearlake
Statement of Changes in Fiduciary Net Position
Fiduciary Funds
Year Ended June 30, 2023

	<u>LAFCO Custodial Fund</u>	<u>Successor Agency Private-purpose Trust Fund</u>
ADDITIONS		
Investment Income	\$ 357	\$ -
Taxes, Assessments, and Contributions	145,021	1,190,868
Total Additions	<u>145,378</u>	<u>1,190,868</u>
DEDUCTIONS		
Administrative Costs	109,139	256,036
Interest Expense	-	391,670
Total Deductions	<u>109,139</u>	<u>647,706</u>
Change in Net Position	36,239	543,162
Net Position - Beginning of Year	<u>225,053</u>	<u>(8,177,150)</u>
Net Position - End of Year	<u>\$ 261,292</u>	<u>\$ (7,633,988)</u>

The accompanying notes are an integral part of this statement.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Clearlake, California (the City) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

A) Reporting Entity

The City of Clearlake is a municipal corporation governed by an elected five-member City Council. The accompanying financial statements present the government and its component units, entities for which the City is considered to be financially accountable.

Blended Component Units – The Clearlake Public Financing Authority is a separate legal entity created for the purpose of improving the economic conditions of the City, making public improvements and providing financing for these purposes. This entity is governed by the City Council of the City of Clearlake, and is therefore reported as if it was part of the City. The Authority is reported as part of the City's special revenue, capital projects and debt service funds. The component unit redevelopment agency was dissolved effective February 1, 2012 and all residual asset and liabilities are reported in the Successor Agency private purpose fiduciary funds.

B) Basis of Accounting and Measurement Focus

The basic financial statements of the City are composed of the following:

- o Government-wide financial statements
- o Fund financial statements
- o Notes to the financial statements

Government-Wide Financial Statements

Government-wide financial statements display information about the reporting government as a whole, except for its fiduciary activities. Eliminations have been made in the Statement of Activities so that certain allocated expenses are recorded only once (by the function to which they were allocated). However, general government expenses have not been allocated as indirect expenses to the various functions of the City.

Government-wide financial statements are presented using the economic resources measurement focus and accrual basis of accounting. Under the economic resources measurement focus, all (both current and long-term) economic resources and obligations of the reporting government are reported in the government-wide financial statements. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Under the accrual basis of accounting, revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33.

Program revenues include charges for services and payments made by parties outside the reporting government's citizenry if that money is restricted to a particular program. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as an expense. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as an other financing source. Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expense.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Interfund services provided and used are not eliminated in the process of consolidation.

Fund Financial Statements

The underlying accounting system of the City is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about the major funds individually and nonmajor funds in the aggregate for all funds.

Governmental Funds

In the fund financial statements, governmental funds are presented using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. *Measurable* means that the amounts can be estimated, or otherwise determined. *Available* means that the amounts were collected during the reporting period or soon enough thereafter to be available to finance the expenditures accrued for the reporting period.

The City uses an availability period of 60 days. Sales taxes, property taxes, franchise taxes, gas taxes, motor vehicle in lieu, transient occupancy taxes, grants and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues in the current fiscal period to the extent normally collected within the availability period. Other revenue items are considered to be measurable and available when cash is received by the government.

Revenue recognition is subject to the *measurable* and *availability* criteria for the governmental funds in the fund financial statements. Exchange transactions are recognized as revenues in the period in which they are earned (i.e., the related goods or services are provided). *Locally imposed derived tax revenues* are recognized as revenues in the period in which the underlying exchange transaction upon which they are based takes place. *Imposed nonexchange transactions* are recognized as revenues in the period for which they were imposed. If the period of use is not specified, they are recognized as revenues when an enforceable legal claim to the revenues arises or when they are received, whichever occurs first. *Government-mandated and voluntary nonexchange transactions* are recognized as revenues when all applicable eligibility requirements have been met.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

In the fund financial statements, governmental funds are presented using the *current financial resources measurement focus*. This means that only current assets and current liabilities are generally included on their balance sheets. The reported fund balance (net current assets) is considered to be a measure of “available spendable resources.” Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Non-current portions of long-term receivables due to governmental funds are reported on their balance sheets in spite of their spending measurement focus. Special reporting treatments are used to indicate, however, that they should not be considered “available spendable resources,” since they do not represent the net current assets.

Recognition of governmental fund type revenues represented by non-current receivables are deferred until they become current receivables. Non-current portions of long-term receivables are offset by nonspendable fund balance, unless restricted as to the use of the funds collected in the future.

Due to the nature of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by noncurrent liabilities. Since they do not affect current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources were expended, rather than as fund assets. The proceeds of long-term debt are recorded as *other financing sources* rather than as a fund liability. Amounts paid to reduce long-term indebtedness are reported as fund expenditures.

Proprietary Funds

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations. The principal operating revenues of the City’s enterprise fund and internal service funds are charges to customers for services provided. Operating expenses for the City’s enterprise fund and internal service funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The City’s internal service funds are presented in the proprietary funds financial statements. Because the principal users of the internal services are the City’s governmental activities, the financial statements of the internal service fund are consolidated in the governmental activities column when presented in the government-wide financial statements. To the extent possible, the cost of these services is reported in the appropriate functional activity (general government, public protection, development, etc.).

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are combined in a fund, expenses are considered to be paid first from restricted resources, and then from unrestricted resources.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

C) Fund Classifications

The City reports the following major governmental funds:

The *General Fund* is the City's primary operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

The *Housing Loans Fund* accounts for revolving loan funds used for activities pertaining to multi-family, first-time homebuyer, rehabilitation and other affordable housing loan and grant programs.

The *CDBG Projects Fund* accounts for CDBG grant funds to be used for specific projects in accordance with the grant agreements.

The *Roads Measure V Fund* accounts for and reports financial resources related to the 1% transaction and use tax for improving and maintaining roads within the City. The tax sunsets in 20 years and an Oversight Committee has been established to review prior year expenditures.

The *Grants Fund* accounts for and reports financial resources for the majority of all capital projects conducted by the City of Clearlake. The projects are funded by grant revenue deposited in Fund 240 or transfers from other funds within the City budget.

Additionally, the City reports the following fund types:

The *Internal Service Fund* accounts for the accumulation of resources for unemployment insurance.

The *Private-purpose Trust Fund* accounts for the balances and transactions of the Successor Agency to the Clearlake Redevelopment Agency.

The *Custodial Fund* accounts for monies held for the Lake County Local Agency Formation Commission (LAFCO).

D) Cash and Investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Investments are reported in the accompanying financial statements at fair value, except for certain certificates of deposit and investment contracts that are reported at cost because they are not transferable and they have terms that are not affected by changes in market interest rates. Changes in fair value that occur during a fiscal year are recognized as *investment income* reported for that fiscal year. *Investment income* includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation, maturity, or sale of investments.

The City pools cash and investments of all funds, except for assets held by fiscal agents. Each fund's share in this pool is displayed in the accompanying financial statements as *cash and investments*. Investment income earned by the pooled investments is allocated to the various funds based on each fund's average cash and investment balance.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

For purposes of the statement of cash flows, cash equivalents are defined as short-term, highly liquid investments that are both readily convertible to known amounts of cash or so near their maturity that they present insignificant risk of changes in value because of changes in interest rates, and have an original maturity date of 3 months or less. Cash equivalents represent the proprietary funds’ share in the cash and investment pool of the City.

E) Due from Other Governments

The amounts recorded as due from other governments, include sales taxes, property taxes, and grant revenues, collected or provided by Federal, State, and County governments and remain unremitted to the City as of June 30, 2023.

F) Fund Balance

The City implemented GASB Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions as of June 30, 2011. Fund balances in governmental funds are reported in classifications that comprise a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The City considers restricted fund balance to have been spent first when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the City considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

Nonspendable Fund Balance - Amounts that cannot be spent either because they are in nonspendable form or are required to be maintained intact.

Restricted Fund Balance - Amounts that are constrained to specific purposes by state or federal laws, or externally imposed conditions by grantors or creditors.

Committed Fund Balance - Amounts that may be specified by the City Council by ordinance to formally commit part of the City’s fund balances or future revenues for a specific purpose(s) or program. To change or repeal any such commitment will require an additional formal City Council action utilizing the same type of action that was originally used.

Assigned Fund Balance - Amounts that are constrained by the City Council's intent to use specified financial resources for specific purposes, but are neither restricted nor committed. The City’s fund balance policy delegates the authority to assign amounts to be used for specific purposes to the City Manager, or his designee.

Unassigned Fund Balance - These are either residual positive net resources of fund balance in excess of what can properly be classified in one of the other four categories, or negative balances.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

G) Fund Equity

In the government-wide financial statements, net position is classified in the following categories:

Net investment in capital assets describes the portion of net position which is represented by the current net book value of the City's capital assets, less the outstanding balance of any debt issued to finance these assets.

Restricted describes the portion of net position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulation, laws, or other restrictions which the City cannot unilaterally alter.

Unrestricted describes the portion of net position which is not restricted to use.

H) Property Tax Calendar

Property taxes attach as an enforceable lien on property as of January 1, each year. Taxes are levied on July 1, and are payable in two installments no later than December 10, and April 10, of each year. Lake County bills and collects the property taxes and remits them to the City in installments during the year. Under the provisions of NCGA Interpretation 3, property tax revenue is recognized in the fiscal year for which the taxes have been levied, provided it is collected within 60 days of the end of the fiscal year.

The County is permitted by State law (Proposition 13) to levy taxes at 1% of full market value (at time of purchase) and can increase the property tax rate no more than 2% per year. Property Valuations are established by the Lake County Assessor for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under the provision of Article XIII-A of the State Constitution (Proposition 13, adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. From this base assessment, subsequent annual increases in valuation are limited to a maximum of two percent. However, an increase to full value is allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations and is subject to annual reappraisal.

I) Compensated Absences

In accordance with GASB Statement No 16, a liability is recorded for unused balances only to the extent that it is probable that the unused balances will result in termination payments. This is estimated by including in the liability the unused balances of employees currently entitled to receive termination payment, as well as those who are expected to become eligible to receive termination benefits as a result of continuing their employment with the City. Upon separation, 100% of accrued vacation leave (up to a maximum of 400 hours) and accrued comp time is paid and, depending on longevity, sick leave is paid out up to 50% of the accrued amount. Other amounts of unused sick leave are excluded from the liability since their payment is contingent solely upon the occurrence of a future event (illness) which is outside the control of the City and the employee.

J) Capital Assets

Capital assets are recorded at cost where historical records are available and at an estimated historical cost where no historical records exist. Contributed capital assets received prior to the implementation of GASB 72 are valued at their estimated fair market value at the date of the contribution. Contributed capital assets received subsequent to the implementation of GASB 72 are recorded at acquisition value as of the date received. The City capitalizes assets with an original cost greater than \$5,000 and with a useful lifespan longer than three years.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Capital assets include public domain (infrastructure) assets consisting of certain improvements including roads, streets, sidewalks, medians and storm drains. Depreciation has been provided using the straight line method over the estimated useful life of the asset in the government-wide financial statements. No depreciation is recorded in the year of acquisition or in the year of disposition.

The following schedule summarizes capital asset useful lives:

Building and improvements	5 - 50 years
Roadway improvements	50 years
Sidewalks, curbs, and gutters	50 years
Storm drain pipes/structures	50 years
Traffic signal devices	5 - 40 years
Landscaping	30 years
Signage	25 years
Leasehold improvements	5 years
Machinery and equipment	3 - 5 years
Vehicles	3 years

K) Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

L) Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents consumption of net assets that applies to future period(s) and so will not be recognized as an outflow of resources (expense) until then. The City reports deferred outflows of resources related to pension liabilities.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has certain items, which arise only under the modified accrual basis of accounting, which qualifies for reporting in this category. Accordingly, the item, *unavailable revenue*, is reported in the governmental funds balance sheet. The governmental funds report unavailable revenues from property taxes, special assessments, grant receivables, and other miscellaneous receivables. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. In addition, the City reports deferred inflows related to pension liabilities. See Note 7 for further details.

M) Net Position Flow Assumption

Sometimes the City will fund outlays for a particular purpose from both restricted (e.g. restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the statement of net position, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City’s policy to consider restricted net position to have been depleted before unrestricted net position.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

N) Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City of Clearlake's California Public Employees' Retirement System (CalPERS) plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

O) Leases

Lessee: The City is a lessee for noncancellable leases of equipment. The City recognizes a lease liability and an intangible right-to-use lease asset (lease asset) in the government-wide financial statements and the proprietary funds. The City recognizes lease liabilities with an initial, individual value of \$5,000 or more.

At the commencement of a lease, the City initially measures the lease liability at the present value of payments expected to be made during the lease term. Subsequently, the lease liability is reduced by the principal portion of lease payments made. The lease asset is initially measured as the initial amount of the lease liability, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized on a straight-line basis over its useful life.

Key estimates and judgments related to leases include how the City determines (1) the discount rate it uses to discount the expected lease payments to present value, (2) lease term, and (3) lease payments.

- The City uses the interest rate charged by the lessor as the discount rate. When the interest rate charged by the lessor is not provided, the City generally uses its estimated incremental borrowing rate as the discount rate for leases.
- The lease term includes the noncancellable period of the lease. Lease payments included in the measurement of the lease liability are composed of fixed payments and purchase option price that the City is reasonably certain to exercise.

The City monitors changes in circumstances that would require a remeasurement of its lease and will remeasure the lease asset and liability if certain changes occur that are expected to significantly affect the amount of the lease liability. Lease assets are reported with other capital assets and lease liabilities are reported with long-term debt on the statement of net position.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

2) CASH AND INVESTMENTS

Cash and investments are classified in the accompanying financial statements as follows:

Statement of Net Position:	
Cash and Investments	\$ 27,070,684
Statement of Fiduciary Net Postion:	
Cash and Investments	784,901
Cash and Investments with Fiscal Agents	47
Total Cash and Investments	\$ 27,855,632

Cash and Investments consist of the following:

Cash on Hand	\$ 640
Deposits with Financial Institutions	5,627,008
Investments	22,227,984
Total Cash and Investments	\$ 27,855,632

Investments Authorized by the City’s Investment Policy

The table below identifies the investment types that are authorized for the City by the California Government Code (or the City’s investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the City’s investment policy, if more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustee that are governed by the provisions of debt agreements of the City, rather than the general provisions of the California Government Code or the City’s investment policy.

Authorized Investment Type	Authorized by Investment Policy	Maximum Maturity*	Maximum Percentage of Portfolio*	Maximum Investment In One Issuer*
Local Agency Bonds	No	5 years	None	None
U.S. Treasury Obligations	Yes	2 years	None	None
U.S. Agency Securities	Yes	5 years	None	None
Banker’s Acceptances	Yes	180 days	40%	30%
Commercial Paper	Yes	270 days	15%	10%
Negotiable Certificates of Deposit	Yes	2 years	30%	None
Repurchase Agreements	Yes	1 year	None	None
Reverse Repurchase Agreements	No	92 days	20% of base value	None
Medium Term Notes	No	5 years	30%	None
Mutual Funds	No	N/A	20%	10%
Money Market Mutual Funds	Yes	N/A	20%	10%
Mortgage Pass-through Securities	No	5 years	20%	None
County Pooled Investment Funds	No	N/A	None	None
Local Agency Investment Fund (LAIF)	Yes	N/A	None	None
Supranationals	Yes	5 years	30%	None
JPA Pools (other investment pools)	No	N/A	None	None

*Based on state law requirements or investment policy requirements, whichever is more restrictive.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

2) CASH AND INVESTMENTS – Continued

Investments Authorized by Debt Agreements

Investments of debt proceeds held by bond trustee are governed by provisions of the debt agreements, rather than the general provision of the California Government Code or the City’s investment policy. The table below identifies the investment types that are authorized for investments held by bond trustee. The table also identifies certain provisions of these debt agreements that address interest rate risk, credit risk, and concentration of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment In One Issuer</u>
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker’s Acceptances	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Medium Term Notes	5 years	30%	5%
Money Market Mutual Funds	N/A	20%	10%
Repurchase Agreements	270 days	30%	None
Investment Contracts	30 years	None	None
Local Agency Investment Fund (LAIF)	N/A	50 million	None

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rate. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the City’s investments (including investments held by bond trustee) to market interest rate fluctuations is provided by the following table that shows the distribution of the City’s investment by maturity:

<u>Investment Type</u>	<u>Remaining Maturity (in Months)</u>			<u>Total</u>
	<u>12 Months or Less</u>	<u>1 to 2 Years</u>	<u>2 to 5 Years</u>	
Local Agency Investment Fund Held by Bond Trustee:				
Money Market Mutual Funds	\$ 22,227,937	\$ -	\$ -	\$ 22,227,937
Total Pooled Investments	47	-	-	47
	<u>\$ 22,227,984</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,227,984</u>

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

2) CASH AND INVESTMENTS – Continued

Disclosures Relating to Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of rating by a nationally recognized statistical rating organization.

The Local Agency Investment Fund is not required to be rated. Money Market Mutual funds held by bond trustees are rated AAA.

Concentration of Credit Risk

The investment policy of the City contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. As of June 30, 2023, there were no investments in any one issuer (other than U.S. Treasury securities, mutual funds, and external investment pools) that represent 5% or more of total City investments.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits, other than the following provision for deposits: The California Government Code requires that a financial institution secure deposits made by state or local government units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure City deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits.

As of June 30, 2023, no deposits with financial institutions in excess of federal depository insurance limits were held in uncollateralized accounts.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities.

Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF). As of June 30, 2023, none of the City's investments were held by the broker-dealer (counterparty) that was used by the City to purchase the securities.

For investments identified herein as held by bond trustee, the bond trustee selects the investments under terms of the applicable trust agreement, acquires the investment, and holds the investment on behalf of the reporting government.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

2) CASH AND INVESTMENTS – Continued

Fair Value

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Local Agency Investment Fund and money market mutual funds are not subject to the fair value hierarchy; therefore, the City has no investments that are subject to recurring fair value measurements.

Investment in State Investment Pool

The City is a voluntary participant in the LAIF that is regulated by the California Government Code under the oversight of the Treasurer of the State of California. The fair value of the City’s investment in this pool is reported in the accompanying financial statements at amounts based upon the City’s pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

3) INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

Interfund receivables and payables at June 30, 2023 are as follows:

Due To (Receivable)	Due From (Payable)	Amount
General Fund	Housing Loans	\$ 113,323
	CDBG Projects	229,081
	Grants	264,220
	Non-major Governmental Funds	110,536
Total		\$ 717,160

The amounts due from other funds will be paid when grants are reimbursed in the following fiscal year.

Transfers consisted of the following at June 30, 2023:

TRANSFERS OUT	TRANSFERS IN			Total
	General Fund	Grants	Non-Major Funds	
General Fund	\$ -	\$ 3,078,977	\$ -	\$ 3,078,977
Housing Loans	-	-	1,265,119	1,265,119
Roads Measure V	-	1,431,163	-	1,431,163
Non-Major Funds	240,708	-	-	240,708
Total	\$ 240,708	\$ 4,510,140	\$ 1,265,119	\$ 6,015,967

Transfers were made to the Grants Capital Projects Fund from the General Fund and Roads Measure V Fund to pay for various capital projects. In addition, the Housing Loans Special Revenue Fund transferred \$1,265,119 of loans receivable to the Non-Major CDBG Fund to separate CDBG loans from HOME loans in the City’s accounting records.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

4) LOANS AND NOTES RECEIVABLE

Through the City’s various housing rehabilitation funds, first-time home buyer’s funds, and business/economic development loan funds, the City has loaned funds to qualifying individuals and businesses. Interest rates vary depending on the terms of the loan. Interest is accrued on the loans that bear interest. The balance of the loans receivable includes the accrued interest earned and deferred until future periods and an allowance for doubtful accounts of \$7,470,529.

Loans and notes receivable for the year ended June 30, 2023, consisted of the following:

Fund	Beginning Balance	Additions	Deletions	Transfers	Ending Balance
Housing Loans Special Revenue Fund	\$ 6,581,684	\$ -	\$ 204,373	\$ (1,122,719)	\$ 5,254,592
Nonmajor Governmental Funds	1,093,218	-	-	1,122,719	2,215,937
Total	\$ 7,674,902	\$ -	\$ 204,373	\$ -	\$ 7,470,529

5) CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2023 is as follows:

	Beginning Balance	Increases	Decreases	Adjustments*	Ending Balance
Governmental Activities:					
Nondepreciable Capital Assets					
Land and Land Improvements	\$ 9,592,637	\$ 866,985	\$ -	\$ -	\$ 10,459,622
Construction in Progress	10,343,690	4,690,484	2,292,689	-	12,741,485
Total Capital Assets Not Depreciated	19,936,327	5,557,469	2,292,689	-	23,201,107
Depreciable Capital Assets					
Buildings and Improvements	3,181,722	-	-	207,500	3,389,222
Equipment	1,884,038	107,040	-	-	1,991,078
Vehicles	1,718,996	-	-	334,406	2,053,402
Infrastructure	21,743,259	2,292,689	-	-	24,035,948
Right-to-use Leased Vehicles	844,061	-	-	-	844,061
Total Depreciable Capital Assets	29,372,076	2,399,729	-	541,906	32,313,711
Less Accumulated Depreciation/Amortization:					
Buildings and Improvements	1,853,166	127,197	-	63,979	2,044,342
Equipment	1,065,503	120,800	-	-	1,186,303
Vehicles	1,304,419	97,956	-	86,597	1,488,972
Infrastructure	5,339,835	700,973	-	-	6,040,808
Right-to-use Leased Vehicles	500,919	168,812	-	-	669,731
Total Accumulated Depreciation/Amortization	10,063,842	1,215,738	-	150,576	11,430,156
Net Depreciable Capital Assets	19,308,234	1,183,991	-	391,330	20,883,555
Total Capital Assets, Net	\$ 39,244,561	\$ 6,741,460	\$ 2,292,689	\$ 391,330	\$ 44,084,662

*See Note 12 Restatement of Net Position for additional information on adjustments to capital assets.

City of Clearlake
Notes to Financial Statements
 Year Ended June 30, 2023

5) CAPITAL ASSETS - Continued

Depreciation expense was charged in the following function of the Statement of Activities:

General Government	\$ 194,898
Public Safety	212,868
Public Works and Streets	807,972
Total Depreciation Expense	\$ 1,215,738

6) LONG-TERM LIABILITIES

The following is a summary of long-term liabilities, all of which are funded by the General Fund, for the year ended June 30, 2023:

Governmental Activities:	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Compensated Absences	\$ 227,238	\$ 168,103	\$ 139,858	\$ 255,483	\$ 128,350
Net Pension Liability	4,227,180	4,628,080	-	8,855,260	-
Claims Payable	174,035	55,637	160,354	69,318	-
Loans from direct borrowings:					
2022 Installment Sale Agreement	14,755,000	-	1,046,501	13,708,499	1,057,668
Energy Efficiency Loan	632,567	-	47,590	584,977	48,209
Lease Payable	417,878	-	248,457	169,421	112,514
Total	\$ 20,433,898	\$ 4,851,820	\$ 1,642,760	\$ 23,642,958	\$ 1,346,741

Compensated absences, claims liability and the net pension liability are typically liquidated by the General Fund.

Energy Efficiency Lease Agreement (direct borrowing)

In April 2017, the City entered into a lease-purchase agreement for the acquisition and installation of certain energy conservation equipment including lighting and solar with an aggregate principal borrowing of \$808,519. The proceeds are to be used to pay for the energy efficiency and conservation improvements as specified in the agreement. The payments bear interest at 3.50% and are due and payable annually on November 15th and each year, maturing on November 15, 2032. The General Fund will generally be responsible for making the debt service payments annually.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

6) LONG-TERM LIABILITIES – Continued

The annual debt service requirements for the lease agreement as of June 30, 2023 are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2024	\$ 48,209	\$ 20,917	\$ 69,126
2025	50,360	19,141	69,501
2026	53,233	18,278	71,511
2027	56,478	15,306	71,784
2028	59,962	13,214	73,176
2029	63,696	10,992	74,688
2030	67,690	8,631	76,321
2031	71,865	6,123	77,988
2032	75,070	3,461	78,531
2033	38,414	701	39,115
Totals	\$ 584,977	\$ 116,764	\$ 701,741

Leases Payable (direct borrowing)

The City has entered into lease agreements for equipment. The City is required to make principal and interest payments through November 2026. The lease agreements have interest rates of 3.5%. The rates are based on the City's incremental borrowing rate. Total amount of leased assets recognized, net of accumulated amortization is \$174,330. Remaining principal and interest payments on the leases are as follows:

Fiscal Year Ending June 30,	Principal	Interest	Total
2024	\$ 112,514	\$ 18,587	\$ 131,101
2025	38,761	6,247	45,008
2026	15,188	2,381	17,569
2027	2,958	474	3,432
Totals	\$ 169,421	\$ 27,689	\$ 197,110

2022 Installment Sale Agreement (direct borrowing)

In June 2022, the City of Clearlake Public Financing Authority issued \$14,755,000 in an installment sale agreement for the financing of certain improvements of the City's roads and related infrastructure. The City is required to make semi-annual principal and interest payments (3.2% per annum) on December 1 and June 1 of each fiscal year, commencing on December 1, 2022. The installment payments are secured by lease payments from the City of Clearlake to the City of Clearlake Public Financing Authority. The lease payments are secured by Measure V Sales tax override funds. The following represents the future lease payments on installment sale agreement:

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

6) LONG-TERM LIABILITIES – Continued

Fiscal Year Ending June 30,	Principal	Interest	Total
2024	\$ 1,057,668	\$ 430,152	\$ 1,487,820
2025	1,091,784	396,036	1,487,820
2026	1,127,000	360,819	1,487,819
2027	1,163,353	324,467	1,487,820
2028	1,200,878	286,942	1,487,820
2029	1,239,613	248,206	1,487,819
2030	1,279,598	208,221	1,487,819
2031	1,320,873	166,946	1,487,819
2032	1,363,479	124,340	1,487,819
2033	1,407,460	80,360	1,487,820
2034	1,456,793	31,026	1,487,819
Totals	\$ 13,708,499	\$ 2,657,515	\$ 16,366,014

Fiduciary Fund Long-term Debt

The following is a summary of the Successor Agency Private-purpose Trust Fund long-term debt:

Tax Allocation Bonds:	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Series 2017	\$ 10,965,000	\$ -	\$ 575,000	\$ 10,390,000	\$ 600,000
Bond Discount	(263,006)	-	(18,786)	(244,220)	(18,786)
Total	<u>\$ 10,701,994</u>	<u>\$ -</u>	<u>\$ 556,214</u>	<u>\$ 10,145,780</u>	<u>\$ 581,214</u>

In December 2017, the Clearlake Successor Agency sold \$13,275,000 in 2017 Taxable Tax Allocation Refunding Bonds to refund the previously outstanding 2006A and 2006B Series bonds, at a discount of \$338,150. Interest on the 2017 Bonds is payable on April 1 and October 1 of each year. Principal payments are made on October 1 of each year, with the final payment due on October 1, 2036. Interest rates range from 1.75% to 4%. Future debt service requirements are as follows:

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

6) LONG-TERM LIABILITIES – Continued

Fiscal Year Ending June 30,	Principal	Interest	Total
2024	\$ 600,000	\$ 363,544	\$ 963,544
2025	610,000	347,281	957,281
2026	630,000	329,444	959,444
2027	645,000	309,916	954,916
2028	665,000	289,031	954,031
2029	690,000	265,288	955,288
2030	715,000	238,944	953,944
2031	745,000	211,569	956,569
2032	770,000	183,163	953,163
2033	800,000	153,725	953,725
2034	830,000	123,163	953,163
2035	865,000	90,300	955,300
2036	895,000	55,100	950,100
2037	930,000	18,600	948,600
Totals	<u>\$ 10,390,000</u>	<u>\$ 2,979,068</u>	<u>\$ 13,369,068</u>

7) PENSION PLAN

General Information about the Defined Benefit Pension Plan

Plan Description – All qualified permanent and probationary employees are eligible to participate in the Public Agency Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees’ Retirement System (CalPERS.) The Plan consists of individual rate plans (benefit tiers) within a safety risk pool (police and fire) and a miscellaneous risk pool (all others.) Plan assets may be used to pay benefits for any employer rate plan of the safety and miscellaneous pools. Accordingly, rate plans within the safety or miscellaneous pools are not separate plans under GASB Statement No. 68. Individual employers may sponsor more than one rate plan in the miscellaneous or safety risk pools. The City of Clearlake sponsors 2 rate plans (both are miscellaneous.) Benefit provisions under the Plan are established by State statute and City resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided – The Plan is a cost-sharing multiple-employer defined benefit pension plan administered by the California Public Employees’ Retirement System (CalPERS). A full description of the pension plan benefit provisions, assumptions for funding purposes but not accounting purposes, and membership information is listed in the June 30, 2021 Annual Actuarial Valuation Report. Details of the benefits provided can be obtained in Appendix B of the June 30, 2021 actuarial valuation report. This report is a publicly available valuation report that can be obtained at CalPERS’ website under Forms and Publications.

City of Clearlake
Notes to Financial Statements
 Year Ended June 30, 2023

7) PENSION PLAN – Continued

The Plan’s provisions and benefits in effect at June 30, 2023, are summarized as follows:

	Miscellaneous	Miscellaneous PEPRA
	Prior to January 1, 2013	On or after January 1, 2013
Hire date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 63	52 - 67
Monthly benefits, as a % of eligible compensation	2%	2%
Required employee contribution rates	7%	6.75%
Required employer contribution rates	10.32% + \$188,069	7.47% + \$4,964
	Safety Police	Safety Police PEPRA
	Prior to January 1, 2013	On or after January 1, 2013
Hire date	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	3% @ 50	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 55	50 - 57
Monthly benefits, as a % of eligible compensation	3%	2% to 2.7%
Required employee contribution rates	9%	13%
Required employer contribution rates	22.47% + \$454,533	12.78% + \$6,937

Contributions – Section 20814(c) of the California Public Employees’ Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Beginning in fiscal year 2016, CalPERS collects employer contributions for the Plan as a percentage of payroll for the normal cost portion as noted in the rates above and as a dollar amount for contributions toward the unfunded liability and side fund. The dollar amounts are billed on a monthly basis. The City’s required contribution for the unfunded liability was \$654,503 in fiscal year 2023. The City’s contributions to the Plan for the year ended June 30, 2023 were \$1,047,462.

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

City of Clearlake
Notes to Financial Statements
 Year Ended June 30, 2023

7) PENSION PLAN – Continued

As of June 30, 2023, the City reported a net pension liability for its proportionate shares of the net pension liability of the Plan of \$8,855,260. The City’s net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2022, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2021 rolled forward to June 30, 2022 using standard update procedures. The City’s proportion of the net pension liability was based on a projection of the City’s long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The City’s proportionate share of the net pension liability as of June 30, 2021, and 2022 was as follows:

Proportion - June 30, 2021	0.07816%
Proportion - June 30, 2022	0.07666%
Change - Increase (Decrease)	-0.00150%

For the year ended June 30, 2023, the City recognized pension expense of \$622,555. At June 30, 2023, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 1,047,462	\$ -
Differences between actual and expected experience	310,715	102,943
Changes in assumptions	897,173	-
Change in employer's proportion	423,523	54,068
Differences between employer's contributions and employer's proportionate share of contributions	30,959	445,368
Net differences between projected and actual earnings on plan investments	1,464,495	-
Total	\$ 4,174,327	\$ 602,379

\$1,047,762 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2024. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ending June 30,	Amount
2024	\$ 711,943
2025	576,019
2026	342,386
2027	894,138
2028	-
Thereafter	-

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

7) PENSION PLAN – Continued

Actuarial Assumptions – The total pension liabilities in the June 30, 2021 actuarial valuations were determined using the following actuarial assumptions:

Valuation date	June 30, 2021
Measurement date	June 30, 2022
Actuarial cost method	entry-age normal
Actuarial assumptions:	
Discount rate	6.90%
Inflation	2.30%
Projected salary increase	(1)
Investment rate of return	6.90%
Mortality	(2)

- (1) Depending on age, service and type of employment
- (2) Derived using CalPERS’ Membership Data for all Funds.

The mortality table used was developed based on CalPERS-specific data. The probabilities of mortality are based on the 2021 CalPERS Experience Study for the period from 2001 to 2019. Pre-retirement and Post-retirement mortality rates include generational mortality improvement using 80% of Scale MP-2020 published Society of Actuaries. For more details on this table, please refer to the CalPERS Experience Study and Review of Actuarial Assumptions report from November 2021 that can be found on the CalPERS website.

Changes of Assumptions – CalPERS reduced the discount rate and inflation rate from 7.15% and 2.5%, respectively, in measurement year ended June 30, 2021 to 6.90% and 2.30%, respectively, for measurement year ended June 30, 2022.

Long-term Expected Rate of Return - The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows.

Using historical returns of all the funds’ asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund.

The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

City of Clearlake
Notes to Financial Statements
 Year Ended June 30, 2023

7) PENSION PLAN – Continued

The expected real rates of return by asset class are as follows:

Asset Class	New Strategic Allocation	Real Return (1,2)
Global Equity - Cap Weighted	30%	4.54%
Global Equity - Non-Cap Weighted	12%	3.84%
Private Equity	13%	7.28%
Treasury	5%	0.27%
Mortgage-backed Securities	5%	0.50%
Investment Grade Corporates	10%	1.56%
High Yield	5%	2.27%
Emerging Market Debt	5%	2.48%
Private Debt	5%	3.57%
Real Assets	15%	3.21%
Leverage	-5%	-0.59%

(1) An expected inflation of 2.3% used for this period.

(2) Figures are based on the 2021 Asset Liability Management study.

Discount Rate – The discount rate used to measure the total pension liability for PERF C was 6.90%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate –

The following presents the City’s proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what the City’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

1% Decrease	5.90%
Net Pension Liability	\$ 13,475,288
Current Discount Rate	6.90%
Net Pension Liability	\$ 8,855,260
1% Increase	7.90%
Net Pension Liability	\$ 5,071,330

Pension Plan Fiduciary Net Position – Detailed information about each pension plan’s fiduciary net position is available in the separately issued CalPERS financial reports.

Payable to the Pension Plan – At June 30, 2023, the City reported no payables to the pension plan, for outstanding contributions required for the year ended June 30, 2023.

City of Clearlake
Notes to Financial Statements
 Year Ended June 30, 2023

8) SUMMARY DISCLOSURE OF SELF-INSURANCE CONTINGENCIES

The City of Clearlake (“City”) is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the City obtains insurance coverage. The City maintains self-insurance programs for workers’ compensation, general and auto liability. Claims are processed by an independent third-party claims administrator.

The City is a member of the Public Agency Risk Sharing Authority of California- PARSAC (“Authority”), a joint powers authority, which provides joint protection programs for public entities covering automobile, general liability, errors and omission losses, workers’ compensation, and property claims. Under the program, the City has a \$50,000 retention limit similar to a deductible with the Authority being responsible for losses above that amount up to \$1 million. The Authority has additional coverage of \$49 million in excess of its \$1 million retention limit through affiliated risk management authorities.

Liabilities of the City are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNRs). The result of the process to estimate the claims liability is not an exact amount as it depends on many complex factors, such as inflation, changes in legal doctrines, and damage awards. Accordingly, claims are reevaluated periodically to consider the effects of economic and social factors. The estimate of the claims liability also includes amounts for incremental claim adjustment expenses related to specific claims and other claim adjustment expenses regardless of whether allocated to specific claims. Estimated recoveries, for example from salvage or subrogation, are another component of the claims liability estimate.

The Authority covers workers’ compensation claims up to its self-insurance limit of \$500,000. The Local Agency Workers Compensation Excess Pool provides excess coverage to statutory limits. The City pays an annual premium to the Authority and may share in any surplus revenues or may be required to pay additional assessments based upon the Authority’s operating results. Financial statements of the Public Agency Risk Sharing Authority of California (PARSAC) may be obtained from its administrative office located at 1525 Response Road, Suite One, Sacramento, California, 95815; www.parsac.org or by calling (916) 927-7727.

Included in the accrued claims liability is an estimated liability for claims filed, as calculated by the City’s third-party claims administrator, but not paid, in the amount of \$69,318 for workers’ compensation.

Fiscal Year	Claims Payable Beginning of Year	Additions	Deletions	Claims Payable End of Year
6/30/23	\$ 174,035	\$ 55,637	\$ 160,354	\$ 69,318
6/30/22	238,202	8,723	72,890	174,035

During the past three fiscal years none of the above programs of protection have had settlements or judgments that exceeded pooled or insured coverage. There have been no significant reductions in pooled or insured liability covered from coverage in the prior year.

9) COMMITMENTS AND CONTINGENCIES

The City has received State and Federal funds that are subject to review and audit by the grantor agencies. Such audits could generate expenditure disallowances under terms of the grants; however, it is believed that any such reimbursements will not be significant.

City of Clearlake
Notes to Financial Statements
Year Ended June 30, 2023

10) FUND BALANCE

	General Fund	Housing Loans	CDBG Projects	Roads Measure V	Grants	Non-major Governmental Funds	Total
Nonspendable:							
Notes Receivable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted for:							
Capital Projects	-	-	-	-	-	2,522,708	2,522,708
Housing	-	5,571,848	-	-	-	2,967,821	8,539,669
Public Works/Street Projects	-	-	-	13,824,881	-	649,698	14,474,579
Public Safety	-	-	-	-	-	630,014	630,014
PEG	-	-	-	-	-	302,994	302,994
Unassigned	10,556,411	-	(289,222)	-	(550,156)	(110,536)	9,606,497
Total Fund Balances	\$ 10,556,411	\$ 5,571,848	\$ (289,222)	\$ 13,824,881	\$ (550,156)	\$ 6,962,699	\$ 36,076,461

11) ACCUMULATED FUND DEFICITS

At June 30, 2023, the following funds had deficit fund balances:

Non-major Funds	
HCD Planning Grants Fund	\$ (97,459)
Recycle Fund	(13,077)

These deficits will be eliminated through the collection of unavailable revenues and future revenues.

11) EXCESS EXPENDITURES OVER APPROPRIATIONS

The Roads Measure V Capital Project Fund had expenditures in excess of appropriations of \$124,878. This was funded through additional grant revenues.

12) RESTATEMENT OF NET POSITION

Adjustments were made to the Statement of Net Position to add \$391,330 in capital assets that should have been recorded in prior years.

REQUIRED SUPPLEMENTARY INFORMATION

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - General Fund
 Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Taxes and Assessments	\$ 6,075,087	\$ 6,258,957	\$ 6,351,023	\$ 92,066
Fines and Forfeitures	89,500	104,500	54,482	(50,018)
Licenses and Permits	-	-	309	309
Use of Money and Property	18,000	30,000	224,820	194,820
Intergovernmental	125,000	147,500	278,166	130,666
Charges for Services	1,164,133	1,257,968	856,622	(401,346)
Other Revenues	80,100	229,874	561,682	331,808
	7,551,820	8,028,799	8,327,104	298,305
EXPENDITURES				
Current:				
General Government	2,091,582	2,228,783	2,134,494	94,289
Public Safety	4,733,369	4,968,424	4,483,430	484,994
Public Works and Streets	571,217	627,067	582,382	44,685
Housing	504,994	642,897	429,156	213,741
Parks and Recreation	338,137	345,637	483,739	(138,102)
Capital Outlay	80,500	94,621	83,537	11,084
Debt Service:				
Principal	74,000	74,000	296,047	(222,047)
Interest	-	-	46,115	(46,115)
	8,393,799	8,981,429	8,538,900	442,529
Excess (Deficiency) of Revenues over Expenditures	(841,979)	(952,630)	(211,796)	740,834
OTHER FINANCING SOURCES (USES)				
Transfers In	325,979	436,925	240,708	(196,217)
Transfers Out	-	(11,976,802)	(3,078,977)	8,897,825
	325,979	(11,539,877)	(2,838,269)	8,701,608
Net Change in Fund Balances	(516,000)	(12,492,507)	(3,050,065)	9,442,442
Fund Balance, Beginning of Year	13,606,476	13,606,476	13,606,476	-
Fund Balance, End of Year	\$ 13,090,476	\$ 1,113,969	\$ 10,556,411	\$ 9,442,442

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Housing Loans Special Revenue Fund
Year Ended June 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Use of Money and Property	\$ 62,500	\$ 62,500	\$ 57,700	\$ (4,800)
Intergovernmental	-	-	1,751,295	1,751,295
	62,500	62,500	1,808,995	1,746,495
EXPENDITURES				
Current:				
General Government	-	-	-	-
Housing	142,500	3,381,450	1,832,057	1,549,393
Capital Outlay	467,600	467,600	-	467,600
	610,100	3,849,050	1,832,057	2,016,993
Excess (Deficiency) of Revenues over Expenditures	(547,600)	(3,786,550)	(23,062)	3,763,488
OTHER FINANCING SOURCES (USES)				
Transfers In	450,000	450,000	-	(450,000)
Transfers Out	(5,000)	(5,000)	(1,265,119)	(1,260,119)
	445,000	445,000	(1,265,119)	(1,710,119)
Net Change in Fund Balances	(102,600)	(3,341,550)	(1,288,181)	2,053,369
Fund Balance, Beginning of Year	6,860,029	6,860,029	6,860,029	-
Fund Balance, End of Year	\$ 6,757,429	\$ 3,518,479	\$ 5,571,848	\$ 2,053,369

City of Clearlake
Required Supplementary Information
Year Ended June 30, 2023

Schedule of the City's Proportionate Share of the Net Pension Liability
Last 10 Years*

Measurement Date	Proportion of the Net Pension Liability	Proportionate Share of Net Pension Liability	Covered Payroll	Proportionate Share of the Net Pension Liability as a % of Payroll	Plan Fiduciary Net Position as a % of the Total Pension Liability
2022	0.07666%	\$ 8,855,260	\$ 4,369,184	202.68%	73.64%
2021	0.07816%	4,227,180	3,908,004	108.17%	86.32%
2020	0.07203%	7,837,662	3,854,560	203.33%	73.75%
2019	0.07236%	7,415,006	3,309,939	224.02%	73.89%
2018	0.07327%	7,060,885	2,896,358	243.78%	73.66%
2017	0.07339%	7,277,873	3,013,215	241.53%	70.88%
2016	0.07556%	6,538,364	2,561,821	255.22%	70.81%
2015	0.07978%	5,476,171	2,427,382	225.60%	74.68%
2014	0.08254%	5,135,962	2,170,611	236.61%	75.69%

Notes to the Schedule of the City's Proportionate Share of the Net Pension Liability

Benefit Changes: None

Changes in Assumptions: In 2017, the accounting discount rate changed from 7.65% to 7.15%. In 2022, the accounting discount rate changed from 7.15% to 6.90%.

*Fiscal year 2015 was the first year of implementation; therefore, 10 years of information are not yet available.

City of Clearlake
Required Supplementary Information
 Year Ended June 30, 2023

Schedule of Plan Contributions
Last 10 Years*

Fiscal Year	Contractually Required Contributions	Contributions in Relation to the Actuarially Determined Contributions	Contribution Deficiency/ (Excess)	Covered Payroll	Contributions as a % of Covered Payroll
2023	\$ 1,047,462	\$ (1,047,462)	\$ -	\$ 4,492,175	23.32%
2022	1,070,992	(1,070,992)	-	4,369,184	24.51%
2021	1,071,532	(1,071,532)	-	3,908,004	27.42%
2020	1,197,351	(1,197,351)	-	3,854,560	31.06%
2019	841,961	(841,961)	-	3,309,939	25.44%
2018	1,375,377	(1,375,377)	-	2,896,358	47.49%
2017	181,051	(181,051)	-	3,013,215	6.01%
2016	659,326	(659,326)	-	2,561,821	25.74%
2015	673,740	(673,740)	-	2,427,382	27.76%

Notes to the Schedule of Plan Contributions

Valuation Date: 6/30/2013, 6/30/2014, 6/30/2015, 6/30/2016, 6/30/2017, 6/30/2018, 6/30/2019, 6/30/2020, 6/30/2021

*Fiscal year 2015 was the first year of implementation, therefore, not all 10 years of information are available.

City of Clearlake
Notes to Required Supplementary Information
Year Ended June 30, 2023

1. Budgetary Control and Accounting

The City Council approves each year's budget submitted by the City Manager and Assistant City Manager prior to the beginning of the new fiscal year. Public hearings are conducted prior to its adoption by the Council. All supplemental appropriations, where required during the period, are also approved by the Council. Intradepartmental budget transfers are approved by the City Manager. In most cases, expenditures may not exceed appropriations at the departmental level within the general fund and at the fund level for other funds. At fiscal year-end, all operating budget appropriations lapse.

Budgets for governmental funds are adopted on a basis consistent with generally accepted accounting principles (GAAP).

A budget was not adopted for the following non-major funds:

- Park Development Special Revenue Fund
- Police ABC Special Revenue Fund
- Traffic Impact Fees Special Revenue Fund
- HCD Planning Grants Special Revenue Fund
- Series A Infrastructure Bonds Capital Projects Fund

SUPPLEMENTARY INFORMATION

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - CDBG Projects Capital Project Fund
 Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ -	\$ -	\$ -
Intergovernmental	500,000	40,039	(459,961)
Total Revenues	500,000	40,039	(459,961)
EXPENDITURES			
Current:			
Housing	621,900	329,261	292,639
Capital Outlay	870,000	-	870,000
Total Expenditures	1,491,900	329,261	1,162,639
Excess (Deficiency) of Revenues over Expenditures	(991,900)	(289,222)	702,678
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	(991,900)	(289,222)	702,678
Fund Balance, Beginning of Year	-	-	-
Fund Balance, End of Year	\$ (991,900)	\$ (289,222)	\$ 702,678

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Roads Measure V Capital Project Fund
 Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Taxes and Assessments	\$ 2,787,563	\$ 2,611,140	\$ (176,423)
Use of Money and Property	500	(26,433)	(26,933)
Intergovernmental	-	477,986	477,986
Total Revenues	2,788,063	3,062,693	274,630
EXPENDITURES			
Current:			
Public Works and Streets	794,647	755,035	39,612
Capital Outlay	440,574	645,123	(204,549)
Debt Service:			
Principal	1,050,436	1,046,501	3,935
Interest	437,384	441,319	(3,935)
Total Expenditures	2,723,041	2,887,978	(164,937)
Excess (Deficiency) of Revenues over Expenditures	65,022	174,715	109,693
OTHER FINANCING SOURCES (USES)			
Issuance of Debt	-	-	-
Transfers In	-	-	-
Transfers Out	(449,388)	(1,431,163)	(981,775)
Total Other Financing Sources (Uses)	(449,388)	(1,431,163)	(981,775)
Net Change in Fund Balances	(384,366)	(1,256,448)	(872,082)
Fund Balance, Beginning of Year	15,081,329	15,081,329	-
Fund Balance, End of Year	<u>\$ 14,696,963</u>	<u>\$ 13,824,881</u>	<u>\$ (872,082)</u>

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Grants Capital Project Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Intergovernmental	\$ 10,484,969	\$ 3,908,287	\$ (6,576,682)
Other Revenues	-	-	0
	<u>10,484,969</u>	<u>3,908,287</u>	<u>(6,576,682)</u>
Total Revenues			
EXPENDITURES			
Current:			
General Government	-	-	-
Housing	1,567,158	228,338	1,338,820
Capital Outlay	22,625,789	5,692,521	16,933,268
	<u>24,192,947</u>	<u>5,920,859</u>	<u>18,272,088</u>
Total Expenditures			
Excess (Deficiency) of Revenues over Expenditures	<u>(13,707,978)</u>	<u>(2,012,572)</u>	<u>11,695,406</u>
OTHER FINANCING SOURCES (USES)			
Transfers In	13,697,777	4,510,140	(9,187,637)
Transfers Out	(35,891)	-	35,891
	<u>13,661,886</u>	<u>4,510,140</u>	<u>(9,151,746)</u>
Total Other Financing Sources (Uses)			
Net Change in Fund Balances	(46,092)	2,497,568	2,543,660
Fund Balance, Beginning of Year	<u>(3,047,724)</u>	<u>(3,047,724)</u>	<u>-</u>
Fund Balance, End of Year	<u>\$ (3,093,816)</u>	<u>\$ (550,156)</u>	<u>\$ 2,543,660</u>

NON-MAJOR GOVERNMENTAL FUNDS

City of Clearlake
Combining Balance Sheet
Non-major Governmental Funds
 June 30, 2023

	Special Revenue				
	Police Measure P	Low and Moderate Income Housing	Park Development	PEG	Police Grants
ASSETS					
Cash and Investments	\$ 234,563	\$ 109,489	\$ 3,955	\$ 282,190	\$ 106,536
Receivables:					
Accounts	-	2,571	-	23,062	-
Taxes	242,036	-	-	-	-
Interest	2,287	-	-	-	-
Grants	-	-	-	-	-
Notes Receivable	-	1,093,218	-	-	-
Due from Other Funds	-	-	-	-	-
Total Assets	<u>\$ 478,886</u>	<u>\$ 1,205,278</u>	<u>\$ 3,955</u>	<u>\$ 305,252</u>	<u>\$ 106,536</u>
LIABILITIES					
Accounts Payable	\$ 624	\$ -	\$ -	\$ 2,258	\$ 1,212
Accrued Payroll Liabilities	18,315	768	-	-	-
Unearned Revenue	-	-	-	-	-
Due to Other Funds	-	-	-	-	-
Total Liabilities	<u>18,939</u>	<u>768</u>	<u>-</u>	<u>2,258</u>	<u>1,212</u>
DEFERRED INFLOWS OF RESOURCES					
Unavailable Revenues - Receivables	-	-	-	-	-
Total Deferred Inflows of Resources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE (DEFICITS)					
Restricted	459,947	1,204,510	3,955	302,994	105,324
Unassigned	-	-	-	-	-
Total Fund Balances	<u>459,947</u>	<u>1,204,510</u>	<u>3,955</u>	<u>302,994</u>	<u>105,324</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances (Deficits)	<u>\$ 478,886</u>	<u>\$ 1,205,278</u>	<u>\$ 3,955</u>	<u>\$ 305,252</u>	<u>\$ 106,536</u>

Special Revenue					
Police ABC	Police Asset Seizure	Gas Tax	Traffic Impact	CDBG Code Enforcement	HCD Planning Grants
\$ 14	\$ 64,215	\$ 36,419	\$ 528,443	\$ 640,595	\$ -
-	-	-	-	-	-
-	-	102,990	-	-	-
-	514	443	4,112	1,923	-
-	-	-	-	-	65,000
-	-	-	-	1,122,719	-
-	-	-	-	-	-
<u>\$ 14</u>	<u>\$ 64,729</u>	<u>\$ 139,852</u>	<u>\$ 532,555</u>	<u>\$ 1,765,237</u>	<u>\$ 65,000</u>
\$ -	\$ -	\$ 22,365	\$ -	\$ 1,926	\$ -
-	-	4,299	-	-	-
-	-	-	-	-	-
-	-	-	-	-	97,459
-	-	26,664	-	1,926	97,459
-	-	-	-	-	65,000
-	-	-	-	-	65,000
14	64,729	113,188	532,555	1,763,311	-
-	-	-	-	-	(97,459)
14	64,729	113,188	532,555	1,763,311	(97,459)
<u>\$ 14</u>	<u>\$ 64,729</u>	<u>\$ 139,852</u>	<u>\$ 532,555</u>	<u>\$ 1,765,237</u>	<u>\$ 65,000</u>

City of Clearlake
Combining Balance Sheet
Non-major Governmental Funds - Continued
 June 30, 2023

	Special Revenue	Capital Projects		Total Non-major Governmental Funds
	Recycle Fund	Series A Infrastructure Bonds	Series B Infrastructure Bonds	
ASSETS				
Cash and Investments	\$ -	\$ 15,961	\$ 2,486,860	\$ 4,509,240
Receivables:				
Accounts	-	-	-	25,633
Taxes	-	-	-	345,026
Interest	-	124	19,763	29,166
Grants	-	-	-	65,000
Notes Receivable	-	-	-	2,215,937
Due from Other Funds	-	-	-	-
	-	-	-	-
 Total Assets	\$ -	\$ 16,085	\$ 2,506,623	\$ 7,190,002
LIABILITIES				
Accounts Payable	\$ -	\$ -	\$ -	\$ 28,385
Accrued Payroll Liabilities	-	-	-	23,382
Deposits	-	-	-	-
Due to Other Funds	13,077	-	-	110,536
	13,077	-	-	110,536
 Total Liabilities	13,077	-	-	162,303
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenues - Receivables	-	-	-	65,000
	-	-	-	65,000
 Total Deferred Inflows of Resources	-	-	-	65,000
FUND BALANCE (DEFICITS)				
Restricted	-	16,085	2,506,623	7,073,235
Unassigned	(13,077)	-	-	(110,536)
	(13,077)	16,085	2,506,623	6,962,699
 Total Fund Balances	(13,077)	16,085	2,506,623	6,962,699
 Total Liabilities, Deferred Inflows of Resources and Fund Balances (Deficits)	\$ -	\$ 16,085	\$ 2,506,623	\$ 7,190,002

City of Clearlake
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds
Year Ended June 30, 2023

	Special Revenue				
	Police Measure P	Low and Moderate Income Housing	Park Development	PEG	Police Grants
REVENUES					
Taxes and Assessments	\$ 1,299,300	\$ -	\$ -	\$ -	\$ -
Use of Money and Property	6,096	1,459	-	(226)	-
Intergovernmental Revenues	-	-	-	58,759	247,959
Charges for Services	19,571	3,308	-	-	-
Other Revenues	-	-	-	25	-
Total Revenues	1,324,967	4,767	-	58,558	247,959
EXPENDITURES					
Current:					
General Government	-	-	-	-	-
Public Safety	1,367,693	-	-	-	115,000
Public Works and Streets	-	-	-	-	-
Housing	-	40,616	-	-	-
Parks and Recreation	-	-	-	16,800	-
Capital Outlay	15,416	-	-	51,352	48,280
Total Expenditures	1,383,109	40,616	-	68,152	163,280
Excess (Deficiency) of Revenues Over Expenditures	(58,142)	(35,849)	-	(9,594)	84,679
OTHER FINANCING SOURCES (USES)					
Transfers In	-	-	-	-	-
Transfers Out	(33,446)	-	-	-	-
Total Other Financing Sources (Uses)	(33,446)	-	-	-	-
Net Change in Fund Balances	(91,588)	(35,849)	-	(9,594)	84,679
Fund Balances, Beginning of Year	551,535	1,240,359	3,955	312,588	20,645
Fund Balances, End of Year	\$ 459,947	\$ 1,204,510	\$ 3,955	\$ 302,994	\$ 105,324

Special Revenue					
Police ABC	Police Asset Seizure	Gas Tax	Traffic Impact	CDBG Code Enforcement	HCD Planning Grants
\$ -	\$ -	\$ 797,021	\$ -	\$ -	\$ -
-	1,414	668	11,311	1,100	-
-	-	-	-	125,165	180,466
-	-	-	104,850	131,922	-
-	-	-	-	-	-
-	1,414	797,689	116,161	258,187	180,466
-	-	-	-	-	-
-	2,283	-	-	236,174	-
-	-	583,354	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	69,406	-	-	-
-	2,283	652,760	-	236,174	-
-	(869)	144,929	116,161	22,013	180,466
-	-	-	-	1,265,119	-
-	-	(40,809)	-	-	(124,453)
-	-	(40,809)	-	1,265,119	(124,453)
-	(869)	104,120	116,161	1,287,132	56,013
14	65,598	9,068	416,394	476,179	(153,472)
<u>\$ 14</u>	<u>\$ 64,729</u>	<u>\$ 113,188</u>	<u>\$ 532,555</u>	<u>\$ 1,763,311</u>	<u>\$ (97,459)</u>

City of Clearlake
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Non-major Governmental Funds - Continued
 Year Ended June 30, 2023

	Special Revenue	Capital Projects		Total Non-major Governmental Funds
	Recycle Fund	Series A Infrastructure Bonds	Series B Infrastructure Bonds	
REVENUES				
Taxes and Assessments	\$ -	\$ -	\$ -	\$ 2,096,321
Use of Money and Property	-	345	54,509	76,676
Intergovernmental Revenues	-	-	-	612,349
Charges for Services	-	-	101,135	360,786
Other Revenues	-	-	-	25
	-	-	-	-
Total Revenues	-	345	155,644	3,146,157
EXPENDITURES				
Current:				
General Government	5,000	-	-	5,000
Public Safety	-	-	-	1,721,150
Public Works and Streets	-	-	-	583,354
Housing	-	-	-	40,616
Parks and Recreation	-	-	-	16,800
Capital Outlay	-	-	78,561	263,015
	-	-	78,561	263,015
Total Expenditures	5,000	-	78,561	2,629,935
Excess (Deficiency) of Revenues Over Expenditures	(5,000)	345	77,083	516,222
OTHER FINANCING SOURCES (USES)				
Transfers In	-	-	-	1,265,119
Transfers Out	-	-	(42,000)	(240,708)
	-	-	(42,000)	(240,708)
Total Other Financing Sources (Uses)	-	-	(42,000)	1,024,411
Net Change in Fund Balances	(5,000)	345	35,083	1,540,633
Fund Balances, Beginning of Year	(8,077)	15,740	2,471,540	5,422,066
Fund Balances, End of Year	\$ (13,077)	\$ 16,085	\$ 2,506,623	\$ 6,962,699

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Police Measure P Special Revenue Fund
 Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Taxes and Assessments	\$ 1,385,800	\$ 1,299,300	\$ (86,500)
Use of Money and Property	50	6,096	6,046
Charges for Services	19,572	19,571	(1)
Total Revenues	1,405,422	1,324,967	(80,455)
EXPENDITURES			
Current:			
Public Safety	1,358,324	1,367,693	(9,369)
Capital Outlay	60,000	15,416	44,584
Total Expenditures	1,418,324	1,383,109	35,215
Excess (Deficiency) of Revenues over Expenditures	(12,902)	(58,142)	(45,240)
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	(66,892)	(33,446)	33,446
Total Other Financing Sources (Uses)	(66,892)	(33,446)	33,446
Net Change in Fund Balances	(79,794)	(91,588)	(11,794)
Fund Balance, Beginning of Year	551,535	551,535	-
Fund Balance, End of Year	\$ 471,741	\$ 459,947	\$ (11,794)

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Low and Moderate Income Housing Special Revenue Fund
 Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ 200	\$ 1,459	\$ 1,259
Charges for Services	35,082	3,308	(31,774)
Other Revenues	-	-	-
Total Revenues	35,282	4,767	(30,515)
EXPENDITURES			
Current:			
General Government	-	-	-
Public Works and Streets	-	-	-
Housing	38,720	40,616	(1,896)
Capital Outlay	-	-	-
Total Expenditures	38,720	40,616	(1,896)
Excess (Deficiency) of Revenues over Expenditures	(3,438)	(35,849)	(32,411)
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	(3,438)	(35,849)	(32,411)
Fund Balance, Beginning of Year	1,240,359	1,240,359	-
Fund Balance, End of Year	\$ 1,236,921	\$ 1,204,510	\$ (32,411)

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - PEG Special Revenue Fund
 Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ -	\$ (226)	\$ (226)
Intergovernmental Revenues	83,500	58,759	(24,741)
Charges for Services	-	-	-
Other Revenues	7,250	25	(7,225)
Total Revenues	90,750	58,558	(32,192)
EXPENDITURES			
Current:			
General Government	-	-	-
Public Safety	-	-	-
Parks and Recreation	25,200	16,800	8,400
Capital Outlay	64,938	51,352	13,586
Total Expenditures	90,138	68,152	21,986
Excess (Deficiency) of Revenues Over Expenditures	612	(9,594)	(10,206)
OTHER FINANCING SOURCES (USES)			
Transfers Out	(8,000)	-	8,000
Total Other Financing Sources (Uses)	(8,000)	-	8,000
Net Change in Fund Balances	(7,388)	(9,594)	(2,206)
Fund Balance, Beginning of Year	312,588	312,588	-
Fund Balance, End of Year	\$ 305,200	\$ 302,994	\$ (2,206)

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Police Grants Special Revenue Fund
 Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ -	\$ -	\$ -
Intergovernmental Revenues	238,919	247,959	9,040
Total Revenues	238,919	247,959	9,040
EXPENDITURES			
Current:			
Public Safety	115,000	115,000	-
Capital Outlay	54,901	48,280	6,621
Total Expenditures	169,901	163,280	6,621
Excess (Deficiency) of Revenues Over Expenditures	69,018	84,679	15,661
OTHER FINANCING SOURCES (USES)			
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	69,018	84,679	15,661
Fund Balance, Beginning of Year	20,645	20,645	-
Fund Balance, End of Year	\$ 89,663	\$ 105,324	\$ 15,661

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Police Asset Seizure Special Revenue Fund
 Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ -	\$ 1,414	\$ 1,414
Intergovernmental Revenue	-	-	-
Total Revenues	-	1,414	1,414
EXPENDITURES			
Current:			
Public Safety	35,000	2,283	32,717
Capital Outlay	-	-	-
Total Expenditures	35,000	2,283	32,717
Excess (Deficiency) of Revenues over Expenditures	(35,000)	(869)	34,131
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	(35,000)	(869)	34,131
Fund Balance, Beginning of Year	65,598	65,598	-
Fund Balance, End of Year	\$ 30,598	\$ 64,729	\$ 34,131

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Gas Tax Special Revenue Fund
Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Taxes and Assessments	\$ 786,678	\$ 797,021	\$ 10,343
Use of Money and Property	50	668	618
Total Revenues	786,728	797,689	10,961
EXPENDITURES			
Current:			
Public Works and Streets	620,467	583,354	37,113
Capital Outlay	172,847	69,406	(103,441)
Total Expenditures	793,314	652,760	140,554
Excess (Deficiency) of Revenues over Expenditures	(6,586)	144,929	151,515
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	(40,809)	(40,809)	-
Total Other Financing Sources (Uses)	(40,809)	(40,809)	-
Net Change in Fund Balances	(47,395)	104,120	151,515
Fund Balance, Beginning of Year	9,068	9,068	-
Fund Balance, End of Year	\$ (38,327)	\$ 113,188	\$ 151,515

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - CDBG Code Enforcement Special Revenue Fund
 Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ -	\$ 1,100	\$ 1,100
Intergovernmental	-	125,165	125,165
Charges for Services	428,133	131,922	(296,211)
Total Revenues	428,133	258,187	(169,946)
EXPENDITURES			
Current:			
General Government	-	-	-
Public Safety	428,133	236,174	191,959
Capital Outlay	-	-	-
Total Expenditures	428,133	236,174	191,959
Excess (Deficiency) of Revenues over Expenditures	-	22,013	22,013
OTHER FINANCING SOURCES (USES)			
Transfers In	-	1,265,119	1,265,119
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	1,265,119	1,265,119
Net Change in Fund Balances	-	1,287,132	1,287,132
Fund Balance, Beginning of Year	476,179	476,179	-
Fund Balance, End of Year	\$ 476,179	\$ 1,763,311	\$ 1,287,132

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Recycle Special Revenue Fund
 Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Taxes and Assessments	\$ -	\$ -	\$ -
Use of Money and Property	-	-	-
Intergovernmental Revenues	5,000	-	(5,000)
Total Revenues	5,000	-	(5,000)
EXPENDITURES			
Current:			
General Government	5,000	5,000	-
Capital Outlay	-	-	-
Total Expenditures	5,000	5,000	-
Excess (Deficiency) of Revenues over Expenditures	-	(5,000)	(5,000)
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	-	-	-
Total Other Financing Sources (Uses)	-	-	-
Net Change in Fund Balances	-	(5,000)	(5,000)
Fund Balance, Beginning of Year	(8,077)	(8,077)	-
Fund Balance, End of Year	\$ (8,077)	\$ (13,077)	\$ (5,000)

City of Clearlake
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual - Series B Infrastructure Bonds Capital Projects Fund
 Year Ended June 30, 2023

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Use of Money and Property	\$ -	\$ 54,509	\$ 54,509
Charges for Services	-	101,135	101,135
Total Revenues	-	155,644	155,644
EXPENDITURES			
Capital Outlay	1,000,000	78,561	921,439
Total Expenditures	1,000,000	78,561	921,439
Excess (Deficiency) of Revenues over Expenditures	(1,000,000)	77,083	1,077,083
OTHER FINANCING SOURCES (USES)			
Transfers In	-	-	-
Transfers Out	(13,349)	(42,000)	(28,651)
Total Other Financing Sources (Uses)	(13,349)	(42,000)	(28,651)
Net Change in Fund Balances	(1,013,349)	35,083	1,048,432
Fund Balance, Beginning of Year	2,471,540	2,471,540	-
Fund Balance, End of Year	\$ 1,458,191	\$ 2,506,623	\$ 1,048,432

CITY OF CLEARLAKE

**Single Audit Report on
Federal Award Programs**

June 30, 2023

CITY OF CLEARLAKE
SINGLE AUDIT REPORT ON FEDERAL AWARD PROGRAMS
Year Ended June 30, 2023

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**Independent Auditor’s Report on Internal Control over Financial Reporting and
on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

City Council
City of Clearlake
Clearlake, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the City of Clearlake (City), as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City’s basic financial statements, and have issued our report thereon dated September 24, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City’s internal control. Accordingly, we do not express an opinion on the effectiveness of the City’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified a deficiency in internal control, described in the accompanying

schedule of findings and questioned costs as item 2023-001 that we consider to be a material weakness.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of Clearlake’s Responses to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the City’s responses to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The City’s response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Van Lant & Fankhaed, LLP

September 24, 2024

**Independent Auditor’s Report on Compliance for Each Major Program;
Report on Internal Control Over Compliance; and Report on the Schedule
of Expenditures of Federal Awards Required by Uniform Guidance**

City Council
City of Clearlake
Clearlake, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Clearlake’s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City’s major federal programs for the year ended June 30, 2023. The City’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City of Clearlake, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City of Clearlake and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City’s compliance with the requirements referred to above.

Van Lant & Fankhanel, LLP

29970 Technology Drive, Suite 105 A
Murrieta, CA 92563
909.856.6879

Responsibilities of Management for Compliance

Management is responsible for compliance with requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the City’s federal programs.

Auditor’s Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on City’s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about City’s compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding City’s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of City’s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of City’s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal

program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, of the City of Clearlake, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated September 24, 2024, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Van Lant + Fankhaed, LLP

October 25, 2024

CITY OF CLEARLAKE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2023

Section H, Item 15.

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal ALN Number	Program Identification Number	Program Expend- itures	Provided to Sub- Recipients
<u>U.S Department of Housing and Urban Development</u>				
<i>Passed through California Department of Housing and Community Development:</i>				
Community Development Block Grant	14.228	17-CDBG-12019	\$ 125,165	\$ -
Community Development Block Grant	14.228	17-MITPPS-21006	220,910	-
Community Development Block Grant	14.228	17-MITPPS-21005	45,814	-
Community Development Block Grant	14.228	17-DRINFRA-17001-1	130,304	-
Community Development Block Grant	14.228	20-DRMHP-00021-NTP1	1,821,557	-
COVID-19 Community Development Block Grant	14.228	20-CDBG-CV2-3-00365	49,243	-
Total Department of Housing and Urban Development			2,392,993 *	-
Total Expenditures of Federal Awards			\$ 2,392,993	\$ -

* = Major Program

CITY OF CLEARLAKE
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2023

1) Reporting Entity

The financial reporting entity, as defined by the Governmental Accounting Standards Board (“GASB”) Codification, consists of the primary government, which is the City of Clearlake, California (the “City”), organizations for which the primary government is financially accountable, and other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the City’s financial statements to be misleading or incomplete.

2) Summary of Significant Accounting Policies

Basis of Accounting

Funds received under the various grant programs have been recorded within the special revenue funds of the City. The City utilizes the modified accrual basis of accounting for the special revenue funds. The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Therefore, some amounts presented in the Schedule may differ from amounts presented in, or used in, the preparation of City’s basic financial statements.

Schedule of Expenditures of Federal Awards

The accompanying Schedule presents the activity of all federal financial assistance programs of the City. Federal financial assistance received directly from federal agencies, as well as federal financial assistance passed through the State of California Department of Housing and Community Development, are included in the Schedule. The Schedule was prepared from only the accounts of various grant programs and, therefore, does not present the financial position or results of operations of the City.

3) Major Programs

The City had one major program for the year ended June 30, 2023, consisting of the Community Development Block Grant Funds which had total disbursements of \$2,392,993. This amount calculates to 100% of the total disbursements from federal awards.

4) Subrecipient Expenditures

During the fiscal year ended June 30, 2023, there were no payments made to subrecipients.

5) Indirect Cost Rate

The City has not elected to use the 10-percent de minimis indirect rate as allowed under the Uniform Guidance.

CITY OF CLEARLAKE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2023

Section H, Item 15.

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of Auditor’s Report Issued:	Unmodified
Internal Control Over Financial Reporting:	
Material Weakness(es) Identified?	Yes
Significant Deficiencies Identified not Considered to be Material Weaknesses?	None reported
Noncompliance Material to Financial Statements Noted?	No

Federal Awards

Internal Control Over Major Programs:	
Material Weakness(es) Identified?	No
Significant Deficiencies Identified not Considered to be Material Weaknesses?	None reported
Type of Auditor’s Report Issued on Compliance for Major Programs:	Unmodified
Any Audit Findings Disclosed that are Required to be Reported in Accordance With Uniform Guidance?	No

Identification of Major Programs:

Federal ALN Numbers	Name of Federal Program or Cluster
14.228	Community Development Block Grant Funds

Dollar Threshold used to Distinguish Between Type A And Type B Programs:	\$ <u>750,000</u>
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Auditee Qualified as Low-Risk Auditee?	No
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CITY OF CLEARLAKE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2023

SECTION II – FINANCIAL STATEMENT FINDINGS

2023-001 Timeliness of Accounting Records

Condition:

The City’s accounting records were not reconciled and ready to be audited until July 2024, approximately 13 months after the end of the fiscal year.

Criteria:

The City’s management is responsible for establishing and maintaining effective internal controls over financial reporting to help ensure that appropriate goals and objectives are met. This responsibility includes the selection and application of accounting principles, ensuring that financial information is reliable and properly recorded, and evaluating and monitoring ongoing activities in a timely manner.

Cause of Condition:

Turnover in the Finance Department and delays in completing the year-end financial close process.

Recommendation:

Therefore, in order to maintain the integrity of the accounting and financial reporting system, and to ensure timely reporting, we recommend that all balance sheet accounts and other selected accounts be analyzed on a monthly, quarterly or other periodic basis as appropriate. We suggest a schedule of accounting functions to be performed monthly, quarterly, etc., be prepared with the provision for signing off by date and initials when the procedure is complete. We understand significant turnover in the finance department was a contributing factor to the finding described above.

Views of Responsible Officials:

The City concurs. Refer to separate Corrective Action Plan for management’s response.

CITY OF CLEARLAKE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2023

Section H, Item 15.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no findings to be reported in accordance with the *Uniform Guidance*.

CITY OF CLEARLAKE
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended June 30, 2023

SECTION II – FINANCIAL STATEMENT FINDINGS

2022-001: Audit Adjustments

Current Status: This finding has not been corrected. See Finding 2023-001 and corrective action plan.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no findings reported in accordance with the *Uniform Guidance*.

CITY OF CLEARLAKE
Corrective Action Plan
Year Ended June 30, 2023

**CITY OF CLEARLAKE
CORRECTIVE ACTION PLAN
Year Ended June 30, 2023**

SECTION I – FINANCIAL STATEMENT FINDINGS

2023-001 Audit Adjustments

Management’s or Departments Response:

We Concur.

View of Responsible Officials and Planned Corrective Actions:

Management concurs with the auditor’s recommendations. The City has worked to stabilize staffing in the finance department by hiring an additional account clerk, engaging an accounting firm to provide accounting support especially focused on the preparing for the year end and the audit and a consultant to provide oversight and functional tasks of the Finance Director who has departed. Due to an increase in grant funded capital projects, the City has also engaged with a firm to provide grant management and other related services.

The Finance Department has also established a monthly and quarterly review process that will allow for a seamless year-end close. The FYE 23 audit has been completed in time to start preparing for the FYE 24 audit which will be completed in the standard annual audit cycle.

Name of Responsible Person: Matt Pressey, Acting Finance Director

Implementation Date: June 30, 2024

**CITY OF CLEARLAKE
CORRECTIVE ACTION PLAN
Year Ended June 30, 2023**

SECTION II – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no findings to be reported in accordance with the *Uniform Guidance*.

**INDEPENDENT ACCOUNTANT’S REPORT ON AGREED-UPON PROCEDURES
APPLIED TO APPROPRIATIONS LIMIT WORKSHEETS**

City Council
City of Clearlake
Clearlake, California

We have performed procedures enumerated below to be the accompanying Appropriations Limit worksheet of the City of Clearlake, for the year ended June 30, 2023. These procedures, which were agreed to by the City of Clearlake and the League of California Cities (as presented in the publication entitled *Agreed-upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIII B of the California Constitution*), were performed solely to assist the City in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The City’s management is responsible for the Appropriations Limit worksheet. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed worksheets and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the City Council. We also compared the population and inflation options included in the aforementioned documents to those that were selected by a recorded vote of the City Council.

Finding: No exceptions were noted as a result of our procedures.

2. For the accompanying Appropriations Limit worksheet, we added last year’s limit to total adjustments and agreed the resulting amount to this year’s limit.

Finding: No exceptions were noted as a result of our procedures.

3. We agreed the current year information presented in the accompanying Appropriations Limit worksheet to the other documents referenced in #1 above.

Finding: No exceptions were noted as a result of our procedures.

4. We agreed the prior year appropriations limit presented in the accompanying Appropriations Limit worksheet to the prior year appropriations limit adopted by the City Council during the prior year.

Van Lant & Fankhanel, LLP

Finding: No exceptions were noted as a result of our procedures, except that the prior year appropriations limit was not calculated properly, resulting in an understatement of approximately \$452,000 in the prior year.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit worksheet. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriations limit for the base year, as defined by the League publication entitled *Article XIII B of the California Constitution*.

This report is intended solely for the use of the City Council and management of the City of Clearlake and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Van Lant & Fankhanel, LLP

September 24, 2024

CITY OF CLEARLAKE
APPROPRIATIONS LIMIT COMPUTATION
2022-2023

	<u>2022 - 2023</u>
Change in Per Capita Personal Income	7.55%
Population Change	
County Population Growth	-0.33%
A. Change in Per Capita Personal Income Converted to a Ratio	1.0755
B. Population Growth Converted to a Ratio	0.9967
Calculation of Growth Factor (A x B)	1.07195085
2021 - 2022 Appropriations Limit	<u>\$ 8,832,158</u>
2022 - 2023 Appropriations Limit (\$8,832,158 x 1.07195085)	<u>\$ 9,467,639</u>

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Presentation and Consideration of Establishment of a Regional Housing Trust Fund	MEETING DATE: Nov. 7, 2024
SUBMITTED BY: Alan D. Flora, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

City Council will receive a presentation from Lisa Judd, Lake County Deputy County Administrative Officer for Housing regarding the establishment of a county wide Regional Housing Trust Fund.

BACKGROUND/ DISCUSSION:

Developing additional quality housing in the City and all of California is a priority. While the City has had marked success over the past several years in this area, more work remains. One possible tool the City could consider is the establishment of a regional housing trust fund, in coordination with the City of Lakeport and County of Lake. If the Council agrees with the establishment of the regional housing trust, a formal agreement would be brought back to the Council for approval at a future meeting.

OPTIONS:

- 1. Direction to Staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No
 Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$
 Affected fund(s): General Fund Measure P Fund Measure V Fund Other:
 Comments: N/A

STRATEGIC PLAN IMPACT

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City

Goal #6: Update Policies and Procedures to Current Government Standards

Goal #7: Support Economic Development

Attachment:

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Discussion and Consideration of Ordinance No. 272-2024, An Ordinance Establishing Article 6-10 of the Clearlake Municipal Code Regulating Tobacco Retailers	MEETING DATE: Nov. 7, 2024
SUBMITTED BY: Alan D. Flora, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

City Council will discuss establishing tobacco retailer regulations.

BACKGROUND/ DISCUSSION:

Lake County as a whole suffers from significant health challenges, including a high rate of tobacco use. Tobacco use and vaping are prevalent among ever younger populations and is a significant problem in our school system. In June the Council heard a presentation of information around tobacco use from Blue Zones, the Konocti Unified School District and Lake County Public Health.

At the time the Council expressed strong support of establishing tobacco retailer regulations. The City has engaged in conversations with the County of Lake and City of Lakeport over establishing consistent tobacco retailer regulations to be implemented by Lake County Public Health countywide.

On August 16, 2024 the Lake County Board of Supervisors adopted an ordinance regulating tobacco retailers. The ordinance before you is substantially consistent with the County ordinance, but also places the regulation in the Clearlake Municipal Code. This allows delegation of enforcement to Lake County Public Health, City staff or another applicable agency. Pending other direction from the Council, staff recommend delegation to the County at this time.

OPTIONS:

1. Introduce the Ordinance and hold a first reading, read by title only, and schedule second reading and adoption at a subsequent Council meeting.
2. Direction to Staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments: N/A

STRATEGIC PLAN IMPACT

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

Attachment: 1) Ordinance No. 272-2024

ORDINANCE NO. 272-2024

AN ORDINANCE OF THE CITY OF CLEARLAKE REGULATING TOBACCO PRODUCT SALES, REQUIRING THE LICENSURE OF TOBACCO RETAILERS, AND AMENDING THE CLEARLAKE MUNICIPAL CODE

The City Council of the City of Clearlake, State of California, ordains as follows:

SECTION 1. ARTICLE 6-10 OF THE CLEARLAKE MUNICIPAL CODE IS HEREBY ADDED AS FOLLOWS:

6-10.100. Findings and Purpose.

- a. Findings. The City Council finds:
 - 1. A local licensing system for tobacco retailers is appropriate to ensure that retailers comply with tobacco control laws and business standards of the City, to protect the health, safety, and welfare of our residents; and
 - 2. Approximately four hundred eighty thousand (480,000) people die in the United States from smoking-related diseases and exposure to secondhand smoke every year, making tobacco use the nation's leading cause of preventable death and continues to be an urgent public health issue; and
 - 3. Despite the state's efforts to limit youth access to tobacco, youth are still able to access tobacco products, and
 - 4. Requiring tobacco retailers to obtain a tobacco retailer license will not unduly burden legitimate business activities of retailers who sell tobacco products to adults but will, however, allow the City of Clearlake to regulate the operation of lawful businesses to discourage violations of federal, state, and local tobacco control and youth tobacco access laws, as evidenced by studies which found increased retailer compliance and reduced tobacco sales to youth following implementation and active enforcement of youth tobacco sales laws paired with penalties for violations; and
 - 5. The State of California acknowledges that youth usage of flavored tobacco products continues to rise and that while the Food and Drug Administration recently announced a partial ban of certain flavored electronic cigarette products, the policy does not adequately address the health and safety of California children as it makes dangerous exemptions; and
 - 6. The State of California, in response to the rising epidemic of youth usage of flavored tobacco products, the intentional targeted marketing of certain flavored tobacco products to communities of color, low-income individuals, and the lesbian, gay, bisexual, transgender and queer community, and the aggressive marketing of menthol-flavored products to African American community members, enacted SB 793, which came into effect on December 21, 2022; and
 - 6. Unlike cigarette use that has steadily declined among youth, the prevalence of the use of non-cigarette tobacco products has increased among California youth; and

7. Strong policy enforcement and monitoring of retailer compliance with tobacco control policies (e.g., requiring identification checks) is necessary to achieve reductions in youth tobacco sales; and
 8. State law explicitly permits cities to enact local tobacco retail licensing ordinances, and allows for the suspension or revocation of a local license for a violation of any state tobacco control law (Cal. Bus. & Prof. Code Section 22971.3); and
 9. The City has a substantial interest in protecting youth and underserved populations from the harms of tobacco use; and
 10. The City Council finds that a local licensing system for tobacco retailers is appropriate to ensure that retailers comply with tobacco control laws and business standards of the City and Lake County in order to protect the health, safety, and welfare of our residents; and
 11. The Board of Supervisors of Lake County has recently enacted a comprehensive tobacco retailer licensing ordinance in substantially similar format to the provisions below; and
 12. The City of Clearlake and Lake County contemplate a process by which the Lake County Department of Public Health implements the City's tobacco retailer licensing ordinance; and
 13. The City of Clearlake wishes to authorize the County Department of Public Health to implement its tobacco retailer licensing ordinance while retaining the City's authority to monitor compliance and otherwise implement the ordinance;
- b. It is the intent and purpose of the City Council, in enacting this ordinance, to ensure compliance with the business standards and practices of the City of Clearlake and Lake County and to encourage responsible tobacco retailing and to discourage violations of tobacco-related laws, especially those which prohibit or discourage the sale or distribution of tobacco products to youth, but not to expand or reduce the degree to which the acts regulated by federal or state law are criminally proscribed or to alter the penalties provided therein.

6-10.101. Definitions. The following words and phrases, whenever used in this article, shall have the meanings defined in this section unless the context clearly requires otherwise:

ARM'S LENGTH TRANSACTION means a sale in good faith and for valuable consideration that reflects the fair market value between two informed and willing parties, neither of which is under any compulsion to participate in the transaction.

CHILD-RESISTANT PACKAGING means packaging that meets the definition set forth in Code of Federal Regulations, title 16, Section 1700.15(b), as in effect on January 1, 2015, and was tested in accordance with the method described in Code of Federal Regulations, title 16, Section 1700.20, as in effect on January 1, 2015.

CIGAR means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing more than 4.5 pounds per thousand.

CIGARETTE means: (1) any roll of tobacco wrapped in paper or in any substance not containing tobacco; and (2) any roll of tobacco wrapped in any substance containing tobacco which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette described herein.

CITY means the City of Clearlake.

CITY COUNCIL means the City Council of the City of Clearlake.

COMPLIANCE CHECKS means systems the department uses to investigate and ensure that tobacco retailers are following and complying with the requirements of this article. Compliance checks may involve the use of persons between the ages of 18 and 20 who purchase or attempt to purchase tobacco products. Compliance checks may also be conducted by the department or other units of government for educational, research, and training purposes or for investigating or enforcing federal, state, or local laws and regulations relating to tobacco products.

COUNTY means Lake County.

DELIVERY SALE means the sale of any tobacco product to any person for personal consumption and not for resale when the sale is conducted by any means other than an in-person, over-the-counter sales transaction in a tobacco retail establishment. Delivery sale includes the sale of any tobacco product when the sale is conducted by telephone, other voice transmission, mail, the internet, or app-based service. Delivery sale includes delivery by licensees or third parties by any means, including curbside pick-up.

DEPARTMENT means Lake County Department of Health Services and any agency or person designated by the Department to enforce or administer the provisions of this article. "Department" also means employees designated by the City of Clearlake to enforce or administer the provisions of this article.

ELECTRNIC SMOKING DEVICE means any device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah. Electronic smoking device includes any component, part, or accessory of the device, and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. Electronic smoking device does not include drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

FLAVORED TOBACCO PRODUCT means any tobacco product that imparts a taste or odor distinguishable by an ordinary consumer, other than the taste or odor of tobacco, either prior to or during the consumption of such tobacco product, including but not limited to tastes or odors relating to any fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcoholic beverage, mint, wintergreen, menthol, herb, or spice; or a cooling or numbing sensation distinguishable by an ordinary consumer during the consumption of such tobacco product.

LICENSEE means a person granted a tobacco retailer's license for the location at which tobacco retailing is to occur.

LITTLE CIGAR means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing no more than 4.5 pounds per thousand. "Little Cigar" includes, but is not limited to, tobacco products known or labeled as small cigar, little cigar, or cigarillo.

MANUFACTURER means any person, including any repacker or relabeler, who manufactures, fabricates, assembles, processes, or labels a tobacco product; or imports a finished tobacco product for sale or distribution into the United States.

MOVEABLE PLACE OF BUSINESS means any form of business that is operated out of a kiosk, truck, van, automobile or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

PERSON means any natural person, partnership, cooperative association, corporation, personal representative, receiver, trustee, assignee, or any other legal entity.

PROPRIETOR means a person with an ownership or managerial interest in a business. An ownership interest shall be deemed to exist when a person has a 10% or greater interest in the stock, assets, or income of a business other than the sole interest of security for debt. A managerial interest shall be deemed to exist when a person has or shares ultimate control over the day-to-day operations of a business.

RECREATION FACILITY means an area, place, structure, or other facility that is used either permanently or temporarily for community recreation, even though it may be used for other purposes, and includes but is not limited to a gymnasium, playing court, playing field, and swimming pool.

SALE OR SELL means any transfer, exchange, barter, gift, offer for sale, or distribution for a commercial purpose, in any manner or by any means whatsoever.

SELF SERVICE DISPLAY means the open display or storage of tobacco products in a manner that is physically accessible in any way to the general public without the assistance of the retailer or employee of the retailer and a direct face-to-face transfer

between the purchaser and the retailer or employee of the retailer. A vending machine is a form of self-service display.

SMOKING means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" includes using an electronic smoking device.

TOBACCO PRODUCT means:

- a. any product containing, made of, or derived from tobacco or nicotine that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus;
- b. any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or
- c. any component, part, or accessory of (1) or (2), whether or not any of these contains tobacco or nicotine, including but not limited to filters, rolling papers, blunt or hemp wraps, hookahs, mouthpieces, and pipes.

Tobacco product does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

TOBACCO RETAILER means any person who sells, offers for sale, or exchanges or offers to exchange for any form of consideration, tobacco products. This definition is without regard to the quantity of tobacco products sold, offered for sale, exchanged, or offered for exchange.

TOBACCO RETAILING means engaging in the activities of a tobacco retailer.

6-10.102. General Requirements and Prohibitions.

- a. *Tobacco Retailer's License Required.* It shall be unlawful for any person to engage in tobacco retailing in Lake County without first obtaining and maintaining a valid tobacco retailer's license for each location at which tobacco retailing is to occur. Tobacco retailing without a valid tobacco retailer's license is a nuisance as a matter of law.
- b. *Lawful Business Operation.* In the course of tobacco retailing or in the operation of the business or maintenance of the location for which a license issued, it shall be a violation of this article for a licensee, or any of the licensee's agents or employees, to violate any local, state, or federal law applicable to the sale of tobacco products.
- c. *Smoking Prohibited.* Smoking, including smoking for the purpose of sampling any tobacco product, is prohibited within the indoor area of any retail establishment licensed under this article. Smoking is also prohibited outdoors within 25 feet of any retail establishment licensed under this article.

- d. *Minimum Legal Sales Age.* No person engaged in tobacco retailing shall sell a tobacco product to a person under 21 years of age.
- e. *Display of License.* Each tobacco retailer license shall be prominently displayed in a publicly visible location at the licensed location.
- f. *Positive Identification Required.* No person engaged in tobacco retailing shall sell a tobacco product to another person without first verifying by means of government-issued photographic identification that the recipient is at least 21 years of age.
- g. *Self-Service Displays Prohibited.* Tobacco retailing by means of a self-service display is prohibited. All tobacco products must be stored behind the sales counter, in a locked case, in a storage unit, or in another area not freely accessible to the general public.
- h. *Distance From Youth Appealing Products.* It is unlawful for a tobacco retailer to place or maintain, or cause to be placed or maintained, any displays containing tobacco products within five feet of toys, candy, snacks or non-alcoholic beverages inside a licensed retail establishment.
- i. *On-site Sales.* All sales of tobacco products shall be conducted in-person in the licensed location. It shall be a violation of this article for any tobacco retailer or any of the tobacco retailer's agents or employees to engage in the delivery sale of tobacco products or to knowingly or recklessly sell or provide tobacco products to any person that intends to engage in the delivery sale of the tobacco product in the City of Clearlake.

6-10.103. Sale of Flavored Tobacco Products Prohibited.

- a. *Flavored Tobacco Product Sales Prohibited.* It shall be unlawful for any tobacco retailer to sell any flavored tobacco product.
- b. *Presumptive Flavored Tobacco Product.* A public statement or claim made or disseminated by the manufacturer of a tobacco product, or by any person authorized or permitted by the manufacturer to make or disseminate public statements concerning such tobacco product, that such tobacco product has a taste or smell other than tobacco shall constitute presumptive evidence that the tobacco product is a flavored tobacco product.

6-10.104. Tobacco Product Pricing and Packaging.

- a. *Packaging and Labeling.* No tobacco retailer shall sell any tobacco product to any consumer unless the tobacco product: (1) is sold in the manufacturer's packaging intended for sale to consumers; (2) conforms to all applicable federal labeling requirements; and (3) conforms to all applicable child-resistant packaging requirements.
- b. *Display of Price.* The price of each tobacco product offered for sale shall be clearly and conspicuously displayed on the tobacco product or on any related shelving, posting, advertising, or display at the location where the item is sold or offered for sale.
- c. *Distribution of Tobacco Samples or Promotional Items.* It is unlawful for any person to distribute free or nominally priced tobacco products.

6-10.105. Limits on Eligibility for a Tobacco Retailer License.

- a. *Mobile Vending.* No license may issue to authorize tobacco retailing at other than a fixed location. No tobacco retail license will be issued to a moveable place of business.
- b. *Licensed Cannabis Businesses.* No license may issue, and no existing license may be renewed, to authorize tobacco retailing at a location licensed for commercial cannabis activity by the State of California.

6-10.106 Application Procedure.

- a. An application for a tobacco retailer's license shall be submitted in the name of each proprietor proposing to conduct retail tobacco sales and shall be signed by each proprietor or an authorized agent thereof. All applications shall be submitted on a form supplied by the Department.
- b. A license issued contrary to article, contrary to any other law, or on the basis of false or misleading information shall be revoked pursuant Section 13(c) of this article. Nothing in this article shall be construed to vest in any person obtaining, and maintaining a tobacco retailer's license any status or right to act as a tobacco retailer in contravention of any provision of law.
- c. Applicant submissions shall contain the following information:
 - 1. The name, address, and telephone number of each proprietor of the business seeking a license.
 - 2. The business name, address, and telephone number of the location for which a license is sought.
 - 3. The name and mailing address authorized by each proprietor to receive all communications and notices required by, authorized by, or convenient to the enforcement of this article.
 - 4. Proof that the location for which a tobacco retailer's license is sought has been issued all necessary state and local licenses for the sale of tobacco products.
 - 5. Whether or not any proprietor or any agent of the proprietor has admitted violating, or has been found to have violated, this article or any other local, state, or federal law governing the sale of tobacco products and, if so, the dates and locations of all such violations within the previous five years.
 - 6. Such other information as the Department deems necessary for the administration or enforcement of this article as specified on the application form required by this section.
- d. A licensed tobacco retailer shall inform the Department in writing of any change in the information submitted on an application for a tobacco retailer's license within 30 calendar days of a change.

6-10.107. License Issuance or Denial.

- a. *Issuance of License.* Upon the receipt of a complete and adequate application for a tobacco retailer's license and the license fee required by

this article, the Department may approve or deny the application for a license, or it may delay action for a reasonable period of time to complete any investigation of the application or the applicant deemed necessary.

- b. *Denial of Application.* The Department may deny an application for a tobacco retailer's license based on any of the following:
 - 1. The information presented in the application is inaccurate or false. Intentionally supplying inaccurate or false information shall be a violation of this article;
 - 2. The application seeks authorization for tobacco retailing at a location for which the jurisdiction prohibits a license to be issued;
 - 3. The application seeks authorization for tobacco retailing for a proprietor to whom this article prohibits a license to be issued; or
 - 4. The application seeks authorization for tobacco retailing in a manner that is prohibited pursuant to this article, that is unlawful pursuant to any other chapter of this Code, or that is unlawful pursuant to any other law.
 - 5. Any other any other reason the granting of a license to the applicant that is not consistent with the requirements of this article, including the applicant's history of noncompliance with this article and other laws relating to the sale of tobacco products.

6-10.108. License Renewal and Expiration.

A tobacco retailer's license is invalid if the appropriate fee has not been timely paid in full or if the term of the license has expired. The term of a tobacco retailer license is 1 year. Each tobacco retailer shall apply for the renewal of their tobacco retailer's license and submit the license fee no later than 30 days prior to expiration of the current license. A retailer that fails to timely submit a renewal application and fee is ineligible for license renewal and must submit a new application pursuant to Section 6-10.106.

6-10.109. Licenses not Transferable; Past Violations at Retail Location.

- a. *Licenses not Transferable.* A tobacco retailer's license may not be transferred from one person to another or from one location to another. A new tobacco retailer's license is required whenever a tobacco retailing location has a change in proprietors.
- b. *Past Violations.* Notwithstanding any other provision of this article, prior violations at a location shall continue to be counted against a location and license ineligibility periods shall continue to apply to a location unless:
 - 1. the location has been transferred to new proprietor(s) in an arm's length transaction; and
 - 2. the Department determines that there is adequate documentary evidence submitted by the new proprietor(s) establishing that the new proprietor(s) have acquired the location in an arm's length transaction.

6-10.110. License Conveys a Limited, Conditional Privilege.

Nothing in this article shall be construed to grant any person obtaining and maintaining a tobacco retailer's license any status or right other than the limited conditional privilege to act as a tobacco retailer at the location in the City of Clearlake identified on the face of the permit. Nothing in this article shall be construed to render inapplicable, supersede, or apply in lieu of, any other provision of applicable law.

6-10.111. Fee for License.

The fee to issue or to renew a tobacco retailer's license shall be established by resolution of the City of Clearlake and shall be reviewed annually with the master fee schedule. The fee shall be calculated so as to recover the total cost of administration and enforcement of this article, including, but not limited to, issuing a license, administering the license program, retailer education, retailer inspection and compliance checks, documentation of violations, and prosecution of violators, ensure the licensee has a hazardous waste management plan for disposal of tobacco product waste but shall not exceed the cost of the administration and enforcement of this article. All fees and interest upon proceeds of fees shall be used exclusively to fund the administration and enforcement of this article. Fees are nonrefundable except as may be required by law.

6-10.112. Compliance Monitoring.

- a. Compliance with this article may be monitored by the County, acting as the Department via agreement with the City, or City staff acting as the Department. The City Manager may also designate another agency to perform these functions under agreement with that agency. Any peace officer may enforce the penal provisions of this Article.
- b. All licensed premises must be open to inspection by Department staff or designated persons during regular business hours. At the conclusion of any premise inspection, the license holder shall be provided a report, which, among other things, shall note any documented violations and provide the license holder no greater than fourteen (14) days to cure such violations. Any corrections shall be verified via documentation submitted by the license holder and/or in a subsequent inspection after the period to cure has lapsed.
- c. Prior to the Department's approval or denial of an application for a license, the Department shall inspect each proposed location for which a complete application for a tobacco retail license is submitted and a nonrefundable application fee has been paid.
- d. The Department shall endeavor to check the compliance of each tobacco retailer at least three times per 12-month period to ensure compliance with this article.
- e. Compliance checks shall determine, at a minimum, if the tobacco retailer is conducting business in a manner that complies with tobacco laws regulating youth access to tobacco. When appropriate, the compliance

checks shall determine compliance with other laws applicable to tobacco retailing.

- f. The Department may conduct compliance checks based on allegations of violations received from the public, as resources allow. In collaboration with law enforcement, compliance checks may involve the participation of persons between the ages of 18 and 20 to enter licensed premises to attempt to purchase tobacco products.
- g. The Department shall not enforce any law establishing a minimum age for tobacco purchases or possession against any person who otherwise might be in violation of such law because of the person's age (hereinafter "youth decoy") if the potential violation occurs when:
 - 1. The youth decoy is participating in a compliance check supervised by a peace officer or a code enforcement official of the City or County; or
 - 2. The youth decoy is participating in a compliance check funded, in part, either directly or indirectly through subcontracting, by the City or the County, or funded, in part, either directly or indirectly, through subcontracting, by the California Department of Health Services.
- h. Nothing in this section shall create a right of action in any licensee or other person against the City, the County or their agents.

6-10.113. Suspension or Revocation of License.

- a. *Fines, Suspension, or Revocation of License for Violation.* In addition to any other penalty authorized by law, the following penalties shall be imposed on a tobacco retailer or licensee if the Department finds, after the licensee is afforded notice and an opportunity to be heard, that the licensee, or any of the licensee's agents or employees, have violated any of the requirements, conditions, or prohibitions of Sections 6-10.102 through 6-10.105 of this Article.
 - i. Upon a finding by the Department of a first violation at a location, the license shall be suspended for 30 days and the tobacco retailer shall pay a \$1000 fine.
 - ii. Upon a finding by the Department of a second violation at a location within any 60-month period, the license shall be suspended for 90 days and the tobacco retailer shall pay a \$2500 fine.
 - iii. Upon a finding by the Department of a third violation at a location within any 60-month period, the license shall be suspended for 120 days and the tobacco retailer shall pay a \$5000 fine.
 - iv. Upon a finding by the Department of four or more violations at a location within any 60-month period, the license shall be revoked, and no new license shall issue for the licensee until 5 years have passed from the date of revocation.
- b. *Appeal of Suspension or Revocation.* A decision of the Department to impose penalties under Section 6-10.113.a is appealable to a third-party Hearing Officer designated by the Department and any appeal must be

filed in writing with the Department within 10 days of mailing of the Department's decision. The appeal shall comply with the provisions of subsections b.1 through b.5 below. If such an appeal is timely made, it shall stay enforcement of the appealed action. An appeal to a Hearing Officer is not available for a revocation made pursuant to subsection c below.

1. Upon determining the existence of any of the grounds pursuant to this article for the suspension or revocation of a license, or the imposition of a penalty for tobacco retailing without a license, the Hearing Officer shall issue a notice of intended decision to the licensee, or the person against whom the penalty for tobacco retailing without a license is directed. The notice shall be provided by personal service or by first class mail, postage prepaid, and shall include a copy of the affidavit or certificate of mailing.
 2. The notice of intended decision shall state all the grounds upon which the revocation, suspension, or imposition of penalty is based.
 3. The notice of intended decision shall specify the effective date of the action.
 4. The notice of intended decision shall state that the Department shall give the licensee, or the person subject to the penalty for tobacco retailing without a license, an opportunity to request a hearing thereon. The hearing shall be an informal hearing before the Hearing Officer. Within 30 days of the hearing, or within 10 days if no hearing is requested, the Hearing Officer shall issue a decision and serve the decision.
- c. *Revocation of License Wrongly Issued.* A tobacco retailer's license shall be revoked if the Department finds, after the licensee is afforded notice and an opportunity to be heard, that one or more of the bases for denial of a license under Section 6-10.107 existed at the time application was made or at any time before the license issued. The decision by the Department shall be the final decision of the Department.

6-10.114. Tobacco Retailing Without a Valid License.

- a. *Ineligible for License.* In addition to any other penalty authorized by law, if the Department finds, or if a court of competent jurisdiction determines, after notice and an opportunity to be heard, that any person has engaged in tobacco retailing at a location without a valid tobacco retailer's license, either directly or through the person's agents or employees, the person shall be ineligible to apply for, or to be issued, a tobacco retailer's license as follows: After a first violation of this section at a location, no new license may issue for the person or the location (unless ownership of the business at the location has been transferred in an arm's length transaction), until 30 days have passed from the date of the violation; and the tobacco retailer will be issued a \$5000 fine for selling without a

license. Notification of this violation will be sent to the jurisdiction in which the tobacco retailer was selling without a license.

6-10.115. Sale of Tobacco Products to Minors.

- a. Any licensee or tobacco retailer who sells, gives, or in any way furnishes to another person who is under 21 years of age any tobacco products resulting in an arrest or citation under the California Penal Code shall result in the suspension of the tobacco retail owner's license pending final disposition of the case. During the period of suspension, the licensee or tobacco retail owner shall be given reasonable notice and an opportunity to demonstrate to the Department that the tobacco products were not sold, given, or in any way furnished to another person who is under 21 years of age.
 - 1. Upon a finding by the Department of a first violation at a location, the license shall be suspended for 30 days unless final disposition of the case does not result in a conviction.
 - 2. Upon a finding by the Department of a second violation at a location within any 60-month period, the license shall be suspended for 90 days unless final disposition of the case does not result in a conviction.
 - 3. Upon a finding by the Department of a third violation at a location within any 60-month period, the license shall be suspended for 120 days unless final disposition of the case does not result in a conviction.
 - 4. Upon a finding by the Department of four or more violations at a location within any 60-month period, the license shall be revoked, and no new license shall issue for the licensee until 5 years have passed from the date of revocation unless final disposition of the case does not result in a conviction.

6-10.116. Additional Remedies.

- a. The remedies provided by this article are cumulative and in addition to any other remedies available at law or in equity.
- b. Whenever evidence of a violation of this article is obtained in any part through the participation of a person under the age of 21 years, such person shall not be required to appear or give testimony in any civil or administrative process brought to enforce this article and the alleged violation shall be adjudicated based upon the evidence presented.
- c. In addition to other remedies provided by this chapter or by other law, any violation of this article may be remedied by criminal prosecution by the District Attorney and/or administrative or judicial nuisance abatement proceedings, civil code enforcement proceedings, and suits for injunctive relief.
- d. For the purposes of the civil remedies provided in this article:

1. Each day on which a tobacco product is distributed, sold, or offered for sale in violation of this article shall constitute a separate violation of this article; and
 2. Each individual tobacco product that is distributed, sold, or offered for sale in violation of this article shall constitute a separate violation of this article.
- e. All tobacco retailers are responsible for the actions of their employees relating to the sale, offer to sell, and furnishing of tobacco products at the retail location. The sale of any tobacco product by an employee shall be considered an act of the tobacco retailer.

6-10.117. Exceptions.

- a. Nothing in this article prevents the provision of tobacco products to any person as part of an indigenous practice or a lawfully recognized religious or spiritual ceremony or practice.
- b. Nothing in this chapter shall be construed to penalize the purchase, use, or possession of a tobacco product by any person not engaged in tobacco retailing.

6-10.118. Construction and Severability.

It is the intent of the City Council to supplement applicable state and federal law and not to duplicate or contradict such law and this ordinance shall be construed consistently with that intention. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this article, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases of this article, or its application to any other person or circumstance. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

SECTION 2. The City Council finds this ordinance is not a project within the meaning of section 15378 of the California Environmental Quality Act (“CEQA”) Guidelines, because there is no potential for it to result in an impact to or physical change in the environment, either directly or indirectly. In the event this ordinance is found to be subject to CEQA, it is exempt from CEQA pursuant to section 15061(b)(3) of the CEQA Guidelines, known as the “Common Sense” exemption, because it can be seen with certainty that there is no possibility of a significant effect on the environment.

SECTION 3. EFFECTIVE DATE. This ordinance shall be in full force and effect commencing thirty (30) days after its final adoption and a summary hereof shall be published once within fifteen (15) days in a newspaper of general circulation printed and published in the County of Lake and circulated in the City of Clearlake, hereby designated for that purpose by the City Council.

SECTION 7. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published in the manner and form provided by law in a newspaper of general circulation printed and published in the City of Clearlake, State of California.

Introduced at a regular meeting of the City Council on the 7th day of November, 2024, by the following roll call vote:

MOTION:

AYES:
NOES:
ABSENT
ABSTAINED

Passed and approved at the regular meeting of the City Council on the ____ day of ____, 2024, by the following roll call vote:

MOTION:

AYES:
NOES:
ABSENT:
ABSTAINED:

ATTEST:

, City Clerk

, Mayor

APPROVED AS TO FORM:

Dean J. Pucci, City Attorney

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Update on Current Projects and Consideration of the Proposed Measure V Project Plan	MEETING DATE: November 7, 2024
SUBMITTED BY: Adeline Brown, Public Works Director	
PURPOSE OF REPORT: <input checked="" type="checkbox"/> Information only <input type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to consider approval of the proposed Measure V Project Plan.

BACKGROUND/DISCUSSION:

The Ballpark Area, Tree Streets, and Clearlake Park projects are on track for completion by the end of this year. Significant progress has been made, with full-depth reclamation (FDR), curb and gutter, and drainage improvements nearly finished. Currently, 80% of the roads in Clearlake Park have been paved.

The proposed 7-year plan outlines a list of roads slated for improvement, though no definitive timelines have been established. These roads will be paved, contingent on the availability of funding.

OPTIONS: Approve proposed Measure V Project Plan

FISCAL IMPACT:

None Budgeted Item? Yes No
 Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$
 Affected fund(s): General Fund Measure P Fund Measure V Fund Other:
 Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS: Approve proposed Measure V Project Plan

Section H, Item 18.

Attachments: Proposed Measure V Plan



November 7, 2024

City Council
 City of Clearlake
 c/o David Claffey, Chair
 1450 Olympic Drive
 Clearlake, CA 95422

RE: Measure V Project Plan
 City Council Agenda Item #18 – 11/7/2024

Dear Clearlake City Council:

The City of Clearlake’s (“City”) agenda for November 7, 2024 includes a staff proposal for the City Council to approve the “Measure V Project Plan” (“Plan”) as Agenda Item 18. The Plan “outlines a list of roads slated for improvement” as depicted on the map on page 176 of the meeting packet. The map includes fourteen “projects,” two of which were reportedly scheduled for 2024. The City did not conduct environmental review for the Plan as required by state and federal environmental laws, so the City Council should not approve the Plan. To be clear, the Koi Nation of Northern California (“Koi Nation”) is not opposed to the City’s street improvement activities, but the City’s compliance with environmental laws is necessary to identify and protect against impacts to Koi Nation’s cultural resources. The Koi Nation requested that the City Council’s approval of the Measure V Project Plan be postponed pending further discussion and review, but City Manager Alan Flora responded that he does not consider the Plan to be a CEQA project.¹

¹ Email from A. Flora to C. Vandermolen (11/7/24: 10:08 AM): “Thanks so much for your note. I had hoped for a more basic understanding of CEQA at this point, but I can clarify this action is for the Council to approve a plan for the next seven years of proposed Measure V road projects. This is like approval of a CIP plan but is not a project under CEQA. Based on this plan City staff will initiate road improvement projects as funding is available. Each specific project will undergo the normal process, as required by local, state and federal law, which includes design, appropriate environmental review, public bidding, contract approval, etc. As you are also likely aware none of these are new road projects, simply maintenance of our existing public road system. Additionally, the projects can and will be implemented separately and operated independently and are not a foreseeable consequence of each other.”

I. CEQA Prohibits Piecemealing.

CEQA requires the City to consider environmental consequences “at the earliest possible stage, even though more detailed environmental review may be necessary later.” (*Environmental Protection Information Center v. Cal. Dept. of Forestry & Fire Protection* (2008) 44 Cal.4th 459, 503.) “The requirements of CEQA cannot be avoided by piecemeal review which results from chopping a large project into many little ones—each with a minimal potential impact on the environment—which cumulatively may have disastrous consequences.” (*Ibid.*) “For example, where an individual project is a necessary precedent for an action on a larger project, or commits the lead agency to a larger project, with significant environmental effect, an EIR must address itself to the scope of the larger project.” (*Lighthouse Field Beach Rescue v. City of Santa Cruz* (2005) 131 Cal.App.4th 1170, 1208.) Under CEQA, a “project” is “an activity which may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.” (Pub. Res. Code § 21065; see also 14 CCR § 15378.)

The Fourth District Court of Appeal summarized the caselaw on piecemealing in *Banning Ranch Conservancy v. City of Newport Beach* (2012) 211 Cal.App.4th 1209. Piecemealing may occur “when the purpose of the reviewed project is to be the first step toward future development, or “the reviewed project legally compels or practically presumes completion of another action.” (*Id.* at 1223.) “On the other hand, two projects may properly undergo separate environmental review (i.e., no piecemealing) when the projects have different proponents, serve different purposes, or can be implemented independently.” (*Ibid.*)

II. The Road Segments Identified in the Plan Do Not Satisfy the Independent Utility Test.

City Manager Flora wrote the Koi Nation that each of the rehabilitation segments have independent utility. However, even if the segments could be rehabilitated with independent utility the City’s broader Plan including fourteen road segments must be considered as a whole project. In *Arviv Enterprises, Inc. v. South Valley Area Planning Commission* (2002) 101 Cal.App.4th 1333, Arviv separately submitted plans to develop three houses, two more houses, two additional houses, and then fourteen houses. (*Id.* at 1337-1338.) The court determined that, in fact, the original plan was a 21-house development which required the lead agency to consider the whole development as one project. (*Id.* at 1346-1347.) The court affirmed the local agency’s decision to prepare an environmental impact report that included all 21 homes. (*Id.* at 1348.) The Plan is the same, and even more obvious because the City itself proposed adding twelve rehabilitation segments to the two it already initiated in 2024. Like Arviv’s planned 21-home development, here there is no doubt that the fourteen segments are part of a whole road rehabilitation project. By contrast, the Plan is not like the independent utility highway segment analysis in *Del Mar Terrace Conservancy, Inc. v. City Council* (1992) 10 Cal.App.4th 712, where there was uncertainty “whether and when the electorate will

approve” future construction. (*Id.* at 731 [distinguishing *Laurel Heights Improvement Assn. v. Regents of University of California* (1988) 47 Cal.3d 376].)

In *Del Mar*, the court approved the use of the independent utility piecemealing test from *Daly v. Volpe* (9th Cir. 1975), 514 F.2d 1106, for determining whether unlawful piecemealing of a highway project has occurred. (*Del Mar*, 10 Cal.App.4th at 798.) Four elements must be met. First, the segment must be “of substantial length.” Second, the segment must be “between logical terminal points.” Third, the segment length must assure “adequate opportunity for consideration of alternatives.” Fourth, the segment must “fulfill important state and local needs, such as relieving particular traffic congestion.” (*Id.* at 732-733.)

The road rehabilitation segments in the Plan do not satisfy the independent utility test. They are not of substantial length. Future segments range from 0.1 miles to 3.4 miles, with five of the segments being one mile or less. The segments are not between logical terminal points such as “major crossroads, population centers, major traffic generators, or similar major highway control elements.” (*Id.* at 733.) The short segment lengths do not afford the City adequate opportunity for evaluation of environmental effects, and do not fulfill an independent important state or local need.

III. The Plan is the Whole Project Which Requires Environmental Review.

Both the presentation of the Plan and the City’s past actions for road improvement demonstrate that the City is improperly piecemealing its road improvement plans. The Plan both describes a larger road improvement project and commits the City to the individual proposals within the Plan. As City Manager Flora stated, “City staff will initiate road improvement projects as funding is available” and City staff filed four prior NOEs without further City Council review.² Rather than considering the environmental consequences of the City’s whole road improvement project (the Plan), the City has instead chopped the Plan into fourteen individual components to avoid environmental review of cumulative impacts. Such piecemealing “is contrary to CEQA’s requirements.” (*Los Angeles Dept. of Water & Power v. County of Inyo* (2021) 67 Cal.App.5th 1018, 1035.)

In the last year the City has posted four individual Notices of Exemption (“NOE”) for pavement improvement projects where the City also conducted no environmental review. In addition to general road resurfacing, the NOEs also include replacement and/or expansion of underground utilities within the roadway, and the City did not evaluate the cumulative environmental consequences that flow from the planned construction work spanning 37.2 miles within the City’s jurisdiction.

² Tree Streets Road Rehabilitation Project (NOE 2023120730; 12/27/2023), South Ballpark Pavement Rehabilitation Project (NOE 202420742; 2/20/2024), Clearlake Park Pavement Rehabilitation Project (NOE 2024030293; 3/8/2024), and Arrowhead & Burns Valley Road Rehabilitation (NOE 2024050456; 5/10/2024).

The Koi Nation has requested consultation and environmental review for the City's pavement rehabilitation projects because of their location on and near significant tribal cultural resources. By using the NOE process in a piecemeal manner, the City has denied the Koi Nation's requests for consultation and environmental review. For example, on June 12, 2024, the Koi Nation asked the City to withdraw the NOE for the Arrowhead & Burns Valley Road Rehabilitation in which the proposed activities included underground work for new drainage infrastructure, and hydraulic flushing which will displace sediment and cause erosion. The activities occur on and directly adjacent to recorded ancestral Koi Nation village sites. Despite the Koi Nation's request for consultation on the scope of environmental review, the City has not consulted with the tribe.

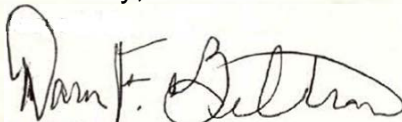
IV. Conclusion.

The City should comply with CEQA's requirement that it consider the pavement rehabilitation activities in the Plan as a whole project, and that the City conduct environmental review on the direct, indirect, and cumulative effects of the Plan on the environment. The City's recent pavement improvement projects have occurred on, over, and through highly sensitive areas of the City with known tribal cultural resources that are significant to the Koi Nation. The Plan includes twelve new segments which may have significant impacts on tribal cultural resources because of below-grade activities, vibration and compaction, water erosion, and other environmental effects. Even if these impacts are individually not significant for each of the Plan segments, the cumulative effect on tribal cultural resources is likely a significant effect on the environment.

The City should not adopt the Plan as proposed for the November 7, 2024, City Council meeting because it has not yet conducted environmental review.

The Koi Nation respectfully requests that the City postpone this agenda item and agree to meet with the Koi Nation to discuss the Plan. We have reached out to City Manager Flora with our concerns.

Sincerely,



Darin Beltran, Chairman
Koi Nation of Northern California

- cc: Alan Flora, City Manager
Melissa Swanson, City Clerk
Adeline Leyba, Public Works Director
Julianne Polanco, State Historic Preservation Officer
Jody Brown, Office of the State Historic Preservation Officer

Reginald Pagaling, Chairperson, Native American Heritage Commission
Terrie Robinson, General Counsel, Native American Heritage Commission
Merri Lopez-Keifer, Director of the Office of Native American Affairs
Office of the California Attorney General
Monica Heger, Deputy Attorney General
Holly Roberson, CEQA Council for the Koi Nation

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Authorization of Job Description of and Placement into Salary Schedule the Fire Prevention Equipment Operator Position; Resolution No. 2024-50	MEETING DATE: November 7, 2024
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt the job description for the Fire Protection Equipment Operator, set the salary range for the position, and authorize the position for the 2024-25 Fiscal Year budget.

BACKGROUND/DISCUSSION:

The City of Clearlake faces ongoing challenges related to fire prevention and mitigation. The Clear Lake Environmental Research Center (CLERC), recognizing the interconnectedness of environmental health and fire risk, has proposed funding a dedicated position to address these concerns. CLERC has indicated that one of the current biggest barriers to mitigation work is the availability of equipment operators. This partnership aligns with the CLERC's goals of promoting community safety and environmental stewardship. Discussion with the Lake County Fire Protection District indicate that firefighters may be interested in assisting with mitigation work when off duty. City employees may also participate in this work as time is available.

The Fire Prevention Equipment Operator will perform a variety of tasks related to fire prevention and general maintenance, including:

- **Fire Prevention:** Operating equipment to mitigate vegetation in fire prone areas, conducting fire safety inspections, assisting with fire suppression efforts, and participating in community fire prevention education.
- **Maintenance:** Performing maintenance of both public and privately owned land, including parks, streets, vacant lots, and drainage systems. This may involve debris and/or vegetation removal, minor repairs, revegetation projects and assisting with traffic control during maintenance projects.

This position will provide much-needed support to the City's fire prevention efforts. The Fire Prevention Equipment Operator will:

- **Enhance Fire Safety:** Proactive maintenance of private and public spaces will help hazards.
- **Support City Staff:** The position will assist existing City staff with essential maintenance tasks, freeing up their time to focus on other priorities.
- **Strengthen Community Partnerships:** This collaboration with the CLERC demonstrates a shared commitment to community safety and well-being.

CLERC will be fully responsible for funding this position for a maximum of 960 hours per fiscal year. This funding arrangement ensures that no additional burden is placed on the City's budget. The proposed wage rate is Range 32, \$23.63 – \$28.72 per hour, which is the current rate for Senior Maintenance Worker.

The creation of this part-time, temporary position represents a valuable opportunity to enhance fire prevention efforts in the City of Clearlake. Staff recommends the City Council to approve the proposed job description and partnership with the CLERC, Lake County Fire Protection District, and other agencies.

OPTIONS:

1. Move to adopt Resolution No. 2024-50
2. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

Goal #1: Make Clearlake a Visibly Cleaner City

Goal #2: Make Clearlake a Statistically Safer City

Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities

Goal #4: Improve the Image of Clearlake

Goal #5: Ensure Fiscal Sustainability of City

Goal #6: Update Policies and Procedures to Current Government Standards

Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to adopt Resolution No. 2024-50.

- Attachments:** 1) Job Description
2) Resolution No. 2024-50

CITY OF CLEARLAKE

FIRE PREVENTION EQUIPMENT OPERATOR

DEFINITION

Under general supervision, to perform a variety of routine unskilled or semi-skilled manual duties involved in the maintenance and construction of parks, buildings, streets, utility and drainage systems, fire prevention, and traffic control devices.

SUPERVISION EXERCISED

May exercise technical and functional supervision over less experienced staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform maintenance of both public and privately owned land, including parks, streets, vacant lots, and drainage systems.

Perform debris and/or vegetation removal, minor repairs, revegetation projects.

Perform pick and shovel work on oil, asphalt, concrete and unpaved streets, walks and parkways, load and unload stone, gravel, dirt, asphalt, timber, pipe, poles, debris, brush, tools and equipment.

Sweep and clean streets and culverts; collect and load refuse and debris into an accompanying truck or movable can; prepare asphalt and other street repair materials; pave roadways, driveways, walkways and potholes; rake, smooth and tamp repaired patches; place lanterns and barricades.

Dig holes and trenches make excavations; lay pipe and conduit; backfill and flood trenches.

Operate small power equipment incidental to other labor duties; drive pickup trucks and other light equipment.

Operate pneumatic power tools, spray and hand painting equipment and hand operated construction and maintenance equipment.

Operate equipment to mitigate vegetation in fire prone areas.

Load and unload equipment, supplies and other materials from trucks and other vehicles.

Direct flow of traffic around construction and /or maintenance projects; put up and take down barricades and signs used during maintenance and /or construction projects.

Maintain and service tools, vehicles and equipment; perform minor maintenance of trucks and equipment; check and service equipment with fuel, hydraulic fluids, oil and water levels, check tires and belts; maintain records of equipment servicing.

City of Clearlake
Fire Prevention Equipment Operator

Maintain safety procedures.

Operate firefighting equipment, including fire hydrants, hoses, nozzles, and extinguishers, to suppress fires in emergency situations.

Participate in fire prevention activities.

Assist in the training of other personnel in the operation of firefighting equipment and fire safety procedures.

OTHER JOB RELATED DUTIES

May operate three-axle vehicles with possession of a Class B or higher driver license.

May operate loaders, backhoes, rollers and motor driven construction and maintenance equipment.

May act as lead worker over a crew performing semi-skilled and unskilled manual maintenance work.

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods and techniques of public works construction, maintenance and repair.

Operational characteristics of mechanical equipment and tools used in the public works maintenance.

Principles and practices of firefighting and fire prevention.

Operation and maintenance of firefighting equipment.

Occupational hazards and standard safety practices.

Principles and procedures of record keeping and reporting.

Skill to:

Operate firefighting equipment safely and effectively.

Operate a limited range of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

City of Clearlake
Fire Prevention Equipment Operator

Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner.

Ability to:

Perform semi-skilled public works maintenance, construction and repair work.

Work independently in the absence of supervision.

Read and interpret basic maps and blueprints.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in maintenance and construction work.

Training:

Equivalent to the completion of the twelfth grade.

License of Certificate:

Possession of Class C driver license.

May require the ability to obtain specific firefighting certifications or training.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, and lift 75 lbs.; exposure to cold, heat, noise, outdoors, confining work space, electrical hazards, vibration, chemicals, dust, and mechanical hazards; availability for on call work.

Effective:
Resolution No.

RESOLUTION NO. 2024-50

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE
APPROVING JOB DESCRIPTION AND SALARY LEVELS FOR THE FIRE
PREVENTION EQUIPMENT OPERATOR POSITION**

WHEREAS, the City has a need for the Fire Prevention Equipment Operator position; and

WHEREAS, the Council has considered the job description and the salary range for this position at a duly noticed public meeting.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake that the job description in Exhibit A attached hereto are hereby approved and the annual salary range is hereby set as follows:

Range 32: \$23.63 - \$28.72 hourly; \$4,095.33 - \$4,977.90 monthly; \$49,143.96 - \$59,734.79 annually

PASSED AND ADOPTED on November 7, 2024 by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Mayor, City of Clearlake

ATTEST:

City Clerk, City of Clearlake

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of Resolution 2024-47 Authorizing the Extension of the Temporary Road Closure of Certain Roads, to Reduce Illegal Dumping and to Protect the Environment, and the Public Health and Welfare	MEETING DATE: November 7, 2024
SUBMITTED BY: Adeline Leyba, Public Works Director	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to consider extending the closure of roads to reduce illegal dumping and to protect the environment and public health and welfare.

BACKGROUND/DISCUSSION:

In June of 2024 the City Council had a public hearing and authorized the closure of certain roads to prevent illegal dumping and other illegal activities. Subsequent to this action the city purchased thousands of feet of K-Rail construction barrier, gates and other materials to physically block off the area. While initially effective additional work has been required to strengthen the physical barriers a few times. Staff does believe that the operation has been undoubtably effective in controlling illegal dumping in the area and an extension is warranted. The California Vehicle Code requires a public hearing be conducted every 18 months to extend the road closure.

The impacted areas, commonly referred to as the Gobi Desert, is a largely undeveloped area of the city, which is west of Acacia, north of Sonoma, east of Park and south of Eastlake. The closure shall include all or portions of Oleander, Mint, Peony, Toyon, and Oregon.

OPTIONS:

1. Adopt Resolution 2024-47
2. Provide Direction to Staff.

FISCAL IMPACT:

None Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City

- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Adopt Resolution 2024-47

Attachments:

Resolution 2024-47



STAFF REPORT	
<p>SUBJECT: To hear and act upon appeals of Orders to Abate for the properties located at 16140 Dam Road, 16272 32nd Avenue, 15576 33rd Avenue, 2943 5th Street, 16116 33rd Avenue, 3603 Peony Street, 13790 Sonoma Avenue, 3273 11th Street, 6347 Armijo Avenue, 14045 Hale Street, 14053 Hale Street, 14236 Hale Street, 3180 2nd Street, 3014 5th Street, 13535 Santa Clara Avenue, 5740 Hale Avenue, 16026 25th Avenue, 3971 Pine Avenue and 3783 Cedar Avenue, in accordance with Clearlake Municipal Code Chapter 10.</p>	<p>MEETING DATE: Nov. 7, 2024</p>
<p>SUBMITTED BY: Lee Lambert, Code Enforcement Supervisor</p>	
<p>PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item</p>	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to Adopt Resolution No. 2024-48: Resolution of the City Council of the City of Clearlake confirming or denying appeals of Orders to Abate for the real properties located at 16140 Dam Road, 16272 32nd Avenue, 15576 33rd Avenue, 2943 5th Street, 16116 33rd Avenue, 3603 Peony Street, 13790 Sonoma Avenue, 3273 11th Street, 6347 Armijo Avenue, 14045 Hale Street, 14053 Hale Street, 14236 Hale Street, 3180 2nd Street, 3014 5th Street, 13535 Santa Clara Avenue, 5740 Hale Avenue, 16026 25th Avenue, 3971 Pine Avenue and 3783 Cedar Avenue, in accordance with Chapter 10 of the Clearlake Municipal Code.

BACKGROUND/DISCUSSION:

The purpose of this hearing is to consider and act upon appeals of Orders to Abate for properties where violations remain as of October 31, 2024. For each property listed below, Notices of Violation and subsequent Orders to Abate were issued to property owners, followed by a Notice of an Order to Abate Appeal Hearing. Despite these actions, violations continue to exist on each property. Upon reviewing evidence and testimony presented by staff and the appellants, the Council may:

- Deny the appeal(s) and adopt a Resolution upholding the Orders to Abate; or
- Grant the appeal(s) and adopt a Resolution upholding the appeal(s).

Properties under consideration:

#	Address	APN	Owner
1	16140 Dam Road, Clearlake, CA 95422	010-025-020	Watson, Lee B & Rosemary C, Trustee
2	16272 32nd Avenue, Clearlake, CA 95422	042-242-340	Jones, Verna Louise, Trustee
3	15576 33rd Avenue, Clearlake, CA 95422	041-401-160	Cortes, Apolo
4	2943 5th Street, Clearlake, CA 95422	038-172-610	Brooks, Loni M
5	16116 33rd Avenue, Clearlake, CA 95422	041-183-490	Kossow, Shawn
6	3603 Peony Street, Clearlake, CA 95422	039-632-070	Lowden, George
7	13790 Sonoma Avenue, Clearlake, CA 95422	039-621-270	Hall, Brenda
8	3273 11th Street, Clearlake, CA 95422	038-211-200	Bible, Robert Charles
9	6347 Armijo Avenue, Clearlake, CA 95422	042-122-050	Walton, Michael
10	14045 Hale Street, Clearlake, CA 95422	039-231-220	Edgerly, Stella T
11	14053 Hale Street, Clearlake, CA 95422	039-241-060	Morgan, Wilford D, Trustee
12	14236 Hale Street, Clearlake, CA 95422	039-211-100	Roy, Robert A, Estate of
13	3180 2nd Street, Clearlake, CA 95422	038-186-090	Sousa, Jeanette
14	3014 5th Street, Clearlake, CA 95422	038-183-450	Asset Advisors Consulting LLC
15	13535 Santa Clara Avenue, Clearlake, CA 95422	037-321-300	Callahan, Kevan R
16	5740 Hale Avenue, Clearlake, CA 95422	041-302-200	Gonzalez Garcia Encarnacion, Cleotilde & Garcia, Cat
17	16026 25th Avenue, Clearlake, CA 95422	042-183-150	Trujillo, Augustine M
18	3971 Pine Avenue, Clearlake, CA 95422	039-401-400	Chan, Hing
19	3783 Cedar Avenue, Clearlake, CA 95422	039-392-580	Guzman, Candido

OPTIONS:

1. Move to deny the appeal(s) and to read said Resolution by title only. A roll call vote shall follow the reading of said Resolution.
2. Move to grant the appeal(s) and to read said Resolution by title only. A roll call vote shall follow the reading of said Resolution.
3. Provide alternative direction to staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

1. Move to Adopt Resolution No. 2024-48: Resolution of the City Council of the City of Clearlake, denying appeal(s) of Orders to Abate, in accordance with Chapter 10 of the Clearlake Municipal Code

Attachments: 1) Resolution #2024-48 (Both Denying or Granting of Appeal(s))



CLEARLAKE POLICE DEPARTMENT

Clearlake Police Department

14050 Olympic Drive, Clearlake, CA 95422

Timothy Hobbs | Chief of Police

NOV 05 2024

REQUEST FOR APPEAL / PUBLIC HEARING

(Aviso importante requiere traducción)

RECEIVED

\$200.00 Hearing filing fee due at time of submission of this hearing request

Appellant's Name: Leanne Watson Date: 10/25/2024
 Phone: (707)350-5299 Cell Phone: (707)350-5299
 Mailing Address: P.O. Box 354
 City: Lower Lake State: CA Zip: 95457
 Property Address (as shown on citation): 16140 Dam Rd. Clearlake, CA 95422
 A.P.N. # (as shown on citation): 010-025-020 Date of Violation: 10/22/2024

Reason of Appeal: Please see attached documents

If additional space needed, turn over

Date Received:

Appellant's Signature: *Leanne Watson* Date: 11/5/24



NOV 05 2024

RECEIVED

To Whom It May Concern,

I am filing for an appeal for the abatement notice we have received on 10/22/2024, for parcel # 010-25-020.

Code enforcement performed an inspection on 9/3/2024 and have not been back to inspect the property since then. Over the last few weeks we have been working diligently to do as we have been asked to do. My daughter filed the paperwork for the Freedom Information Act to get a list of the complaints back in May of 2024 to also go off to see what all needs to be done and still to this date we have not received any information back for it. Even though it states we are to get it back within so many days.

The codes that are in question that we are working on are as follows and I will give an update, along with an explanation for each one.

Code 10-1.6 Declaration of Public Nuisance Conditions.

Which states it is a public nuisance for any person owning a property within the City to allow or maintain any one or more of the following conditions or activities on the property:

F. Overgrown vegetation that is:

1. Likely to harbor rats, vermin or other nuisances,
2. Causing detriment to neighboring properties,
3. Causing or adding to a fire hazard,
4. Hanging over public sidewalks.

G. Dead, decayed, diseased or hazardous trees, weeds, and other vegetation:

1. Constituting a danger to public health, safety and welfare, or
2. Detrimental to nearby property,
3. Causing or adding to a fire hazard, or
4. Unsightly.

Appeal Explanation:

We have been instructed to not cut the vegetation back yet due to the fear that it will start a fire. We have no issue doing so once the weather changes and we have a day or two of rain, we will be happy to take care of this once the ground is wet and we know that there is no longer a chance that a fire may start.

J. The accumulation or storage of junk, including tires, lumber, household appliances or parts thereof, inoperable vehicles, or parts thereof, sinks, toilets, cabinets, or other household fixtures, equipment or parts thereof, rubbish, garbage, debris, or salvage materials, which constitute visual blight and are visible from a public street, alley or adjoining property;

Appeal Explanation:

The number of cars has drastically decreased. We have been working with Burns Auto Salvage to have a majority of the vehicles removed over the last few months. We started with roughly 50 something vehicles and are down to 12 at this time.

We are still working on removing the vehicles but can only move so many per day. As for the garbage, debris, and rubbish we have taken countless trips to the dumps to remove as much as we can. But I will need more time to complete this task. I have been diligent in taking photos of the cars as they are being removed as well to be able to provide proof in case it is needed.

P. Specialty structures which have been constructed for a highly specific single use only, and which are not enclosed or shielded, and which are unfeasible to convert to other uses, and which are abandoned, partially destroyed, or are permitted to remain in a state of partial destruction or dispair, for over one (1) year, such as but not limited to: greenhouses, tanks for gas or liquid, lateral support structures and bulkheads, utility high-voltage towers and poles, utility high-rise support structures, electronic transmitting antennas and tower, structures which support or house mechanical and utility equipment and are located above the roof lines of existing buildings, freestanding chimneys and smokestacks, recreational; structures such as tennis courts and cabanas and all other specialty structures not listed in this subsection but determined to be a specialty structure by the City;

Appeal Explanation:

The structure that we believe this was pertaining to has now been removed.

Q. Presence of abandoned, dismantled, wrecked or inoperable motor vehicles, motorcycles, recreational vehicles, trailers, campers, boats or parts thereof, except:

1. When completely enclosed within a building in a lawful manner where it is not visible from the street or other public or private property, or
2. When stored or parked in a lawful manner on private property in connection with the business or a licensed dismantler, licensed vehicle dealer, a junk dealer, or when such storage or parking is necessary to the operation of a lawfully conducted business or commercial enterprise,

Appeal Explanation:

We have already removed the majority of the vehicles from the property. However, we were never informed of a specific limit on the number of vehicles allowed. Our property consists of multiple units, so it is reasonable for us to have multiple vehicles.

We acknowledge that the property needs to be cleaned and organized, and we are committed to making these improvements. However, I need more time to accomplish this. I am personally disabled and cannot afford to hire assistance, so most of the work falls on me. My daughter, who has the necessary knowledge about the vehicles and knows which ones to keep or discard, is currently unavailable to help.

10-1.7 Responsibility for Proper Property Maintenance.

- A. Every owner of real property within the City is required to maintain such property in a manner so as not to violate the provisions of this Chapter and such owner remains liable for violations thereof regardless of any contract or agreement with any third-party regarding such property.
- B. Every occupant, lessee, or holder of any interest in real property, other than as owner of that real property, is required to maintain such property in the same manner as is required of the owner by subsection 10-1.7a. On the owner of that property shall in no instance relieve those persons herein referred to from duty. (Ord. #159-2012)

10-1.8 Declaration of Public Nuisance.

Each condition described in subsection 10-1.6 is hereby declared to be a public nuisance, subject to abatement pursuant to the procedures set forth in this Chapter, including, without limitation by rehabilitation, demolition or repair. The procedures for abatement set forth in this Chapter shall not be exclusive and shall not in any manner limit or restrict the City from abating public nuisances in any other manner authorized by law. (Ord. #159-2012)

18-19.360 Other Accessory Structures

- A. Purpose and Intent. The purpose of this section is to establish regulations for the development of accessory structures, other than accessory dwelling units and guest quarters, such as a garage, storage shed or shop, approved as an accessory use based on the following criteria:
 - 1. Regulations on accessory structures are established to provide a distinction between uninhabitable accessory structures (e.g., garage, storage shed, shop building) and accessory living spaces (e.g., accessory dwelling units, guest quarters, office, pool house, etc.). These regulations establish standards which prevent the conversion of accessory structures into unpermitted living space to ensure that such structures are not used as separate dwelling units.
 - 2. Unpermitted conversions of accessory structures is detrimental to the public health, safety and welfare of the community.
- B. General Requirements- Accessory Structures. Are located upon the same site as the structure or use to which they are accessory. Accessory structures shall be subject to the following requirements. The Director may relax such standards or impose stricter standards as an exercise of discretion upon finding that such modifications are reasonably necessary in order to implement the general intent of this section or to protect the health, safety and welfare of the public, community and the environment.
 - 1. Accessory Structures Use and Size. Accessory structures may consist of detached structures or additions to primary structures. The use of an accessory structure is incidental and subordinate to the use of the principal structure or to the principal land use of the site.
 - 2. This section does not apply to legally established dwellings or accessory dwelling units and guest quarters.

- 3. This section does not apply to legally established accessory structures permitted prior to the effective date of the ordinance codified in this chapter.
- 4. Accessory structures shall conform to all applicable zoning regulations such as height, yards, parking, building coverage, etc.

Appeal Explanation:

The building that these codes are referring to as stated previously has been taken down.

Section 17920.3 of the California Health and Safety Code declares a public nuisance to be a substandard building, and states, in relevant part, the following; Any building or portion thereof including any dwelling unit, guestroom or suite of rooms, or the premises on which the same is located, in which there exists any of the following listed conditions to an extent that endangers the life, limb, health, property, safety, or welfare of the public or the occupants thereof shall be deemed and hereby is declared to be a substandard building:

- (a) Inadequate sanitation shall include, but not be limited to, the following:
 - 10. Lack of required electrical lighting.
- (b) Structural hazards shall include, but not be limited to, the following:
 - 2. Defective or deteriorated flooring or floor supports.
 - 6. Members of ceilings, roofs, ceiling and roof supports, or other horizontal members which sag, split, or buckle due to defective material or deterioration.
- (g) Faulty weather protection, which shall include, but not be limited to, the following:
 - 2. Deteriorated or ineffective waterproofing of exterior walls, roofs, foundations, or floors, including broken windows or doors.

Appeal Explanation:

Referring to the lack of required electrical lighting, I would like to know why there is no electricity when it was previously available. Code enforcement directed me to contact PG&E, which I did. However, PG&E informed me that they had no work order for the disconnection and advised me to contact code enforcement again. Yet, code enforcement has not provided an explanation. We had generators on the property to help until this issue was resolved, but they were taken without any explanation. I request the return of these generators.

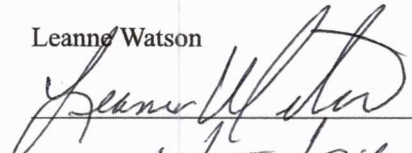
Regarding the deteriorated flooring, it has been replaced. As for the roof, tiles need to be placed back on. There is a hole in my ceiling caused by the fire department, which insisted there was a fire from embers flying over from another fire. Despite our assurance that there was no fire, they went ahead and made a hole in the ceiling looking for it. After the damage was done, all they said was, "Oops, I'm sorry," and left. Any additional damage to the house can and will be repaired within a reasonable time.

This situation has caused significant stress for my family. My mother passed away a few days after an encounter with code enforcement, during which they threatened to demolish and seize the property. Last week, after receiving an abatement order on my gate, I attempted to contact code enforcement to inquire about filing an appeal. They were closed on that Friday, and when I called on Monday, I was told they were out of the office and to call back the next day. Additionally, there is no citation number on any of the documents left for me. I also had visits from animal control twice last week. One of the officers asked, "What are you going to do with the animals when they do what they are doing?" When I inquired what she meant, she replied, "Well, they can't be here when they demo the place." It is concerning that an animal control officer seems to know more about what is happening than I do regarding my own property. I find this very unprofessional.

Regarding the number of vehicles, they have been greatly reduced. Furthermore, the building in question has been removed.

I have been doing my best to manage after losing my mother. All I am asking for is a detailed list of everything that needs to be done, a list of my rights, and an answer to how many vehicles I can have on my property. I acknowledge the property needs to be cleaned and maintained, and I am willing to do this. However, I require an extension to address the remaining violations, as I can only do so much each day. I need more time to get things back in order.

Leanne Watson


Date: 11/5/24

RESOLUTION NO. 2024-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE GRANTING THE APPEAL(S) OF ORDERS TO ABATE, IN REFERENCE TO THE REAL PROPERTIES LOCATED AT 16140 DAM ROAD, 16272 32nd AVENUE, 15576 33rd AVENUE, 2943 5th STREET, 16116 33rd AVENUE, 3603 PEONY STREET, 13790 SONOMA AVENUE, 3273 11th STREET, 6347 ARMIJO AVENUE, 14045 HALE STREET, 14053 HALE STREET, 14236 HALE STREET, 3180 2nd STREET, 3014 5th STREET, 13535 SANTA CLARA AVENUE, 5740 HALE AVENUE, 16026 25th AVENUE, 3971 PINE AVENUE AND 3783 CEDAR AVENUE, IN ACCORDANCE WITH CHAPTER X OF THE CLEARLAKE MUNICIPAL CODE

WHEREAS, the City of Clearlake has adopted Section 10-3 in it’s entirety, of the Clearlake Municipal Code establishing procedures for contesting and appealing abatement orders for real property located within the City of Clearlake; and

WHEREAS, the City of Clearlake has complied with the procedure as set forth in said code(s); and

WHEREAS, the City Council has heard and acted on all protests at a Public Hearing held on November 7, 2024.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Clearlake that the appeal(s) of Orders to Abate for real property located at 16140 Dam Road, 16272 32nd Avenue, 15576 33rd Avenue, 2943 5th Street, 16116 33rd Avenue, 3603 Peony Street, 13790 Sonoma Avenue, 3273 11th Street, 6347 Armijo Avenue, 14045 Hale Street, 14053 Hale Street, 14236 Hale Street, 3180 2nd Street, 3014 5th Street, 13535 Santa Clara Avenue, 5740 Hale Avenue, 16026 25th Avenue, 3971 Pine Avenue and 3783 Cedar Avenue, has been granted and an Order to Abate no longer exists at said real property(s).

BE IT FURTHER RESOLVED that the City Council of the City of Clearlake has granted the applicant’s appeal and no further action shall be taken.

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of Lake, State of California, on this 7th day of November 2024, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST: _____
City Clerk, City of Clearlake

Mayor, City of Clearlake

RESOLUTION NO. 2024-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CLEARLAKE DENYING THE APPEAL(S) OF ORDERS TO ABATE, IN REFERENCE TO THE REAL PROPERTIES LOCATED AT 16140 DAM ROAD, 16272 32nd AVENUE, 15576 33rd AVENUE, 2943 5th STREET, 16116 33rd AVENUE, 3603 PEONY STREET, 13790 SONOMA AVENUE, 3273 11th STREET, 6347 ARMIJO AVENUE, 14045 HALE STREET, 14053 HALE STREET, 14236 HALE STREET, 3180 2nd STREET, 3014 5th STREET, 13535 SANTA CLARA AVENUE, 5740 HALE AVENUE, 16026 25th AVENUE, 3971 PINE AVENUE AND 3783 CEDAR AVENUE, IN ACCORDANCE WITH CHAPTER X OF THE CLEARLAKE MUNICIPAL CODE

WHEREAS, the City of Clearlake has adopted Section 10-3 in it’s entirety, of the Clearlake Municipal Code establishing procedures for contesting and appealing abatement orders for real property located within the City of Clearlake; and

WHEREAS, the City of Clearlake has complied with the procedure as set forth in said code(s); and

WHEREAS, the City Council has heard and acted on all protests at a Public Hearing held on November 7, 2024.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Clearlake that the appeal(s) of Orders to Abate for real property located at 16140 Dam Road, 16272 32nd Avenue, 15576 33rd Avenue, 2943 5th Street, 16116 33rd Avenue, 3603 Peony Street, 13790 Sonoma Avenue, 3273 11th Street, 6347 Armijo Avenue, 14045 Hale Street, 14053 Hale Street, 14236 Hale Street, 3180 2nd Street, 3014 5th Street, 13535 Santa Clara Avenue, 5740 Hale Avenue, 16026 25th Avenue, 3971 Pine Avenue and 3783 Cedar Avenue, has been denied and an Order to Abate exists at said real property(s).

BE IT FURTHER RESOLVED that the City Council of the City of Clearlake has denied the applicant’s appeal and applicant(s) may seek review in the Lake County Superior Court by filing an appeal within twenty days after service of the City Council’s order.

PASSED AND ADOPTED by the City Council of the City of Clearlake, County of Lake, State of California, on this 7th day of November 2024, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

ATTEST: _____
City Clerk, City of Clearlake

Mayor, City of Clearlake